

The Berne Counselling & Psychotherapy Practice.

Client Privacy Policy.

Before completing this online form / email please read this policy carefully.

Information We Will Collect & Process from You.

This online form will provide us with your name, telephone number, email address and any other information you choose to provide about yourself, your current situation and requirements or any questions you may have about the service provided.

Any communications made over the internet can not be guaranteed as 100% secure. Please bear this in mind when communicating information to us. Any information you chose to send using this format is your responsibility.

The information you provide to us on this form / email will be used to carry out our professional obligation to you.

Emails will be read and then deleted. Our practice manager or in her absence, a therapist, will contact you by telephone to discuss arranging an appointment. Any paperwork regarding this will be kept for a period of 1 month and then anonymised.

Each individual therapist within the practice will have their own GDPR policy and will be able to provide more information regarding this at your initial appointment.

Website Privacy.

Please see The Berne Institute Privacy Policy for more information.
<http://theberne.com/wp-content/uploads/2018/05/GDPR-Policy.pdf>

Further information.

If you wish to obtain further information about GDPR and your rights, please visit the Information Commissioners Office website on <https://ico.org.uk/your-data-matters/>
Or by telephone on 0303 123 1113