

PRIVACY NOTICE

Who I am – Martin Sawers, Dip.HIP (Humanistic & Integrative Psychotherapist). I am a psychotherapist, counsellor, supervisor and trainer, working in private practice.

What I do with your information

The information you give me when you contact me, eg your email address, phone number, address, if you supply these, are stored in my email account contacts list. I use your email address and/or phone number to contact you about appointment times or other arrangements.

I ask you to complete an opt-in form, personally or via email, allowing me to keep certain contact details. If you later notify me that you no longer wish me to contact you via email or phone, I will delete all the details I hold about you in my email contacts list.

I keep some notes on some therapy/supervision sessions and other details, such as GP name and surgery in paper form, and these are kept in a locked filing cabinet. Any notes are kept for seven years.

Who your information will be shared with

I will NOT share your details with any other party. If notes are requested by, for example, a court of law, I would discuss and agree the release of such notes personally with you, and only in conjunction with a dated authorisation form, signed by you.

If you have any queries about the above information please contact me at:

info@martinsawers.co.uk

This Privacy Notice can also be found on my website:

www.martinsawers.co.uk