



# Privacy Statement

Terms and Conditions for Data Privacy and Processing

Effective Date: 01.04.2025

## 1. Introduction

1.1 This document outlines the terms and conditions regarding the collection, processing, and storage of personal data by [Dr Gareth Hickman Psychology (hereinafter referred to as "the Therapist")]. Commitment is made to protecting your privacy and ensuring compliance with the General Data Protection Regulation (GDPR).

## 2. Data Controller

2.1 The data controller for your personal information is:

- Name: Dr Gareth Hickman
- Email: drgarethhickman@gmail.com

## 3. Data Collection

3.1 The following types of personal data are collected:

- Identifiable Information: Name, contact details, date of birth.
- Health Information: Psychological and medical history relevant to your treatment.
- Session Records: Notes and documentation related to your therapy sessions.

## 4. Purpose of Data Processing

4.1 Your personal data will be processed for the following purposes:

- To provide psychological therapy and related services.
- To maintain accurate and up-to-date records.
- To ensure compliance with legal and regulatory requirements.
- To facilitate billing and payment processes.

## 5. Legal Basis for Processing

5.1 Your personal data is processed based on the following legal grounds:

- Consent: By engaging in therapy, you provide explicit consent for your personal data to be processed.
- Contractual Necessity: Processing is necessary for the performance of the contract with you.

## 6. Data Retention

6.1 Your personal data will be retained for as long as necessary to fulfil the purposes outlined in this policy and to comply with legal obligations. Typically, records will be kept for a minimum of 7 years following the end of your therapy.

6.2 Your personal information is stored for as long as it is required. Basic contact information held by the therapist (in email accounts/telephones) is deleted within 6 months of the end of therapy.

6.3 The sensitive personal data defined above is stored for a period of 7 years after the end of therapy. After this time, this data is deleted at the end of each calendar year.

## 7. Data Sharing

Your personal data will not be shared with third parties without your explicit consent, except in the following circumstances:

- To comply with legal obligations.
- To protect your vital interests or those of another person.
- To provide necessary information to healthcare professionals involved in your care.
- Your personal information will not be shared with third-parties for marketing purposes.

## 8. Your Rights

8.1 Under the GDPR, you have the following rights regarding your personal data:

8.2 Right to request access the information held about you.

- This will usually be shared within 30 days of receiving a request.
- There may be an admin fee for supplying the information to you.
- You may be asked for further evidence to check your identity.
- A copy of your personal information will usually be sent to you in a permanent form (that is, a printed copy).

8.3 Right to Rectification: Request correction of inaccurate or incomplete data.

8.4 Right to Erasure: Request deletion of your data under certain conditions.

8.5 Right to Restrict Processing: Request to limit the processing of your data.

8.6 Right to Data Portability: Request transfer of your data to another service provider.

8.7 Right to Object: Object to the processing of your data for specific purposes.

8.8 Right of complaint to a regulator. If you believe that data protection laws have not been complied with you have a right to lodge a complaint with the Information Commissioner's Office.

8.9 To exercise any of these rights, please contact [drgarethhickman@gmail.com](mailto:drgarethhickman@gmail.com)

## 9. Data Security

Technical and organizational measures are implemented to ensure the security of your personal data and protect it from unauthorized access, disclosure, alteration, or destruction.

## 10. Changes to this Policy

This policy may be updated from time to time. Any changes will be communicated to you in advance and will take effect upon publication.

## 11. Contact Information

If you have any questions or concerns regarding this policy or your personal data, please contact:

- Email: [drgarethhickman@gmail.com](mailto:drgarethhickman@gmail.com)

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By engaging in therapy with Dr Gareth Hickman, you acknowledge that you have read and understood these terms and conditions regarding data privacy and processing.

Dr Gareth Hickman reserves the right to refuse a request to delete a client's personal information where this is a therapy record. Therapy records are retained for a period of 7 years in accordance with the guidelines and requirements for record keeping by The British Psychological Society (BPS; 2000)[1] and The Health and Care Professions Council (HCPC; 2017)[2].

[1]The British Psychological Society (2008). Clinical Psychology and Case Notes: Guidance on Good Practice. Leicester: Division of Clinical Psychology, BPS.

[2]Health and Care Professions Council (2018). Confidentiality – guidance for registrants. London: HCPC

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DR GARETH HICKMAN |  
PSYCHOLOGY



The  
British  
Psychological  
Society

Chartered Psychologist



[www.hcpc-uk.org](http://www.hcpc-uk.org)

