



Privacy Notice

Privacy Notice – Kate Scott Counselling

This privacy notice explains how I collect, use, store and protect your personal data in line with my professional responsibilities as a counsellor and in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This notice applies to current clients, former clients and prospective clients.

Data Controller

I am the data controller for the purposes of data protection law.

Name: Kate Scott

Practice name: Kate Scott Counselling

Practice location: Online and in-person practice in Hertfordshire

Email: kate@katescottcounselling.com

I am registered with the Information Commissioner's Office. My certificate can be found at the end of this document.

Personal data collected

I may collect and hold personal and sensitive information including contact details, dates of birth, emergency contacts, therapy notes, session records, safeguarding and risk information, and administrative details related to appointments.



How data is collected

Information is collected directly from you through enquiries, assessment, correspondence and counselling sessions, or from third parties with your knowledge and consent where appropriate.

Lawful basis for processing

Processing is carried out under Article 6(1)(b) and (c) and Article 9(2)(h) of UK GDPR, and explicit consent where required.

Use of information

Your data is used to provide counselling services, maintain clinical records, communicate with you, monitor wellbeing, and meet ethical, professional and legal obligations.

Confidentiality and disclosure

Information is treated as confidential. Disclosure may occur where there is serious risk, safeguarding concerns, or a legal requirement. Wherever possible this will be discussed with you in advance.

Storage and security

All records are kept digitally only and are stored securely using password-protected and encrypted systems.

Retention of records

Adult records are retained for seven years after therapy ends. Records for children and young people are retained until age twenty-five. Records are securely deleted after this period.



Your rights

You have rights to access, correct, restrict or request deletion of your data where legally permitted, withdraw consent where applicable, and make a complaint.

Complaints

If you have concerns about data handling, please contact kate@katescottcounselling.com. You may also complain to the Information Commissioner's Office at www.ico.org.uk or 0303 123 1113.

Changes

This notice may be updated from time to time. The latest version will be available on request.

Data Protection Registration Certificate

Katy Scott

8 Holywell Hill
St. Albans
Hertfordshire, AL1 1BZ

Registration reference: **ZC079557**
Date registered: **15 January 2026**
Registration expires: **14 January 2027**



Issued by: Information Commissioner's Office,
Wycliffe House, Water Lane, Wilmslow, Cheshire
SK9 5AF

Telephone: 0303 123 1113
Website: ico.org.uk