

## Kevin Gallagher

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# Privacy Policy

V.2 September 2025

### Introduction

As privacy is an important issue I will keep your personal information secure and will only use it for the purpose it was given to me. I adhere to current data protection legislation. This privacy notice tells you what I will do with your personal information from initial point of contact to after your therapy has ended.

I am happy to discuss any questions you might have around data protection for which you can contact me at the information given below. In the text the 'Data controller' is me. My telephone number is 07356217886 and my email address is [kevin@mentesanatherapy.co.uk](mailto:kevin@mentesanatherapy.co.uk)

### Basis for holding and using your personal information

The GDPR states that I must have a lawful basis for processing your personal data. There are different lawful bases depending on the stage at which I am processing your data. If you are currently having therapy or if you are in contact with me to consider therapy, I will process your personal data where it is necessary for the performance of our contract. The GDPR also makes sure that I look after any sensitive personal information that you may disclose to me appropriately.

### How I use your information

#### Initial Contact

When you contact me with an enquiry about my counselling services I will collect information to help me with your enquiry. This will include your name and contact details. Alternatively, your GP, other health professional or referring agency may send me your details. Additionally, a trusted

## 2

individual may give me your details when making an enquiry on your behalf. If you decide not to proceed I will ensure all your personal data is deleted within 1 month. If you would like me to delete this information sooner, just let me know.

### **During Counselling**

Everything you discuss with me is confidential. That confidentiality will only be broken under extreme conditions. I will always try to speak to you about this first, unless there are safeguarding issues that prevent this. I will keep a record of your personal details and short notes of each session to help the counselling run smoothly. These details are kept digitally and password protected and are not shared with any third party.

### **After counselling has ended**

Once counselling has ended your records will be kept for 7 years from the end of our contact with each other and are then securely destroyed. If you want me to delete your information sooner than this, please tell me.

### **Your rights**

You have a right to ask me to delete your personal information, to limit how I use your personal information, or to stop processing your personal information. You can read more about your rights at [ico.org.uk/your-data-matters](https://ico.org.uk/your-data-matters). To make a request for any personal information I may hold about you, please put the request in writing. If you have any complaint about how I handle your personal data please get in touch with me by writing or emailing to the contact details given above. If you want to make a formal complaint about the way I have processed your personal information you can contact the ICO which is the statutory body that oversees data protection law in the UK. For more information go to: [ico.org.uk/make-a-complaint](https://ico.org.uk/make-a-complaint).

### **Website Visitors**

When someone visits my website, I use a third party service which may collect standard internet log information and details of visitor behaviour patterns. This is done to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way that does not identify anyone. I do not make, and do not allow the third party service to

3

make any attempt to find out the identities of those visiting my website. No user-specific data is collected by me or any third party.

### **Policy Version**

This policy is subject to change, which will result in a new version number being generated.

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