

[Counsel UK Privacy Statement](#)

At Counsel UK your privacy and confidentiality is held with the upmost importance and our updated privacy statement is in accordance with the legal requirements of the General Data Protection Regulation (GDPR) 2018.

Any data held about you will only be used for specific purposes as defined by law. Any records that are held may include basic information about you, such as your name, address, date of birth, GP details and any specific additional requirements you may need to assist you during your time with the service(s).

At Counsel UK, there is a legal duty to keep your information confidential and secure.

[General Security](#)

We are required by law to report certain information to the appropriate authorities. Confidentiality will always be discussed at the beginning stage of our services and within the case of working with Young People this will be done explicitly with a parent or guardian so safeguarding matters are understood by all.

Furthermore, information could be shared with Social Care Services or if there is another legal reason to do so, for example to comply with legal obligations, like a court order as issued by the Crown Prosecution Service.

At Counsel UK, different processes are used to ensure that data is held securely.

These are:

- Ensuring that Counsel UK computer(s) are password protected at log in.
- Appointment book is kept locked when not in use, and other device(s) are kept secure by log in.
- Information(s) are kept locked away.

All information is logged on an information audit list, which lists individual pieces of data which are dated and when the data will be erased (seven years retention time).

[Deletion of data](#)

You can request that your data is deleted before the retention time has lapsed (seven years)

Jane Dean is the Data Controller for Counsel UK under the DPA and registered with the Information Commissioner's Office (ICO).