

McWilliams Therapy & Training Ltd  
Privacy Statement

I comply with the Data Protection Act and registered with the Information Commissioner's Office (ICO).

#### Data Controller

McWilliams Therapy & Training Ltd is the data controller responsible for your personal data.

Company Number: 17088555

Registered Office: Suite 5, 315 Regents Park Road, London, N3 1DP

Email: [james@mcwilliamstherapy.com](mailto:james@mcwilliamstherapy.com)

James McWilliams acts as therapist and director of the company.

#### ICO Registration

McWilliams Therapy & Training Ltd is registered with the Information Commissioner's Office (ICO) under reference: ZC121601.

#### Data Protection Statement

This practice complies with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. As a therapist, I process personal data in order to provide safe, ethical and professional therapeutic services. This document explains how your personal data is collected, stored and used, and your rights in relation to that data.

#### Legal Basis for Processing

Your personal data is processed under the following lawful bases:

- Contract – to provide therapeutic services
- Legitimate Interests – to support safe and effective clinical practice (e.g. supervision)
- Legal Obligation – where required by law
- Vital Interests – where there is risk of serious harm
- Explicit Consent – for special category data (e.g. health information)

#### Personal Information I May Collect

I may collect and process the following personal information:

- Name
- Gender (or preferred identity)
- Age / Date of Birth
- Relationships & dependants
- Occupation
- Address
- Telephone number (including permission to leave messages)
- Email address
- Counselling/Psychotherapy history

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- Medical information relevant to therapy
- Medication details
- Presenting issues
- Session notes and summaries

Some of this information is classified as special category data under UK GDPR and is subject to additional protection.

### How I Store Your Personal Information

#### Paper Records

- Contact sheets and minimal identifying information
- Stored securely

#### Electronic Records

- Stored on password-protected and encrypted devices
- Backed up via secure cloud services (e.g. iCloud)

#### Communication

- Email (Gmail)
- SMS/phone records (coded where possible)

I take reasonable steps to ensure all data is stored securely. Confidentiality is maintained within legal and ethical limits.

### Third-Party Data Processors

I use secure third-party providers to support my practice, including:

- Apple iCloud (data storage)
- Google Mail (email communication)
- Xero (invoicing)
- Zoom (online sessions)

These providers act as data processors and are compliant with relevant data protection standards.

### International Data Transfers

Some personal data may be processed or stored outside the UK. Where this occurs, appropriate safeguards are in place, such as standard contractual clauses.

### How Your Personal Information May Be Shared

#### Supervision

I discuss aspects of my work in professional supervision. Any information shared is anonymised where possible, and supervisors are bound by confidentiality.

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### Risk and Legal Disclosure

In rare circumstances, I may disclose personal data without your consent where:

- There is a legal obligation to do so
- There is a risk of serious harm to you or others

### Therapeutic Will

In the event of my incapacity or death, your first name and contact details may be shared with a designated therapeutic executor solely to inform you of the situation.

This sharing is limited to what is necessary and lawful.

### Data Retention

I retain your records for up to 7 years after the end of therapy, in line with professional and insurance requirements.

After this period:

- Paper records are securely destroyed
- Electronic data is permanently deleted

### Your Rights

You have the right to:

- Be informed about how your data is used
- Access your personal data
- Request correction of inaccurate data
- Request erasure (where appropriate)
- Withdraw consent

To make a request, please contact: [james@mcwilliamstherapy.com](mailto:james@mcwilliamstherapy.com)

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

### Data Minimisation

I only collect and retain information necessary for the provision of therapy.

### Data Breaches

In the unlikely event of a data breach, I will follow ICO guidance and notify you where required.