

## Twink Jan, LLC

This is to inform you about what data I am collecting from you and what I intend to do with it.

### What data do I keep and why do I need it?

**Name and age** – this is basic information that helps me get to know you.

**Address, email address, phone number** – I use this as a way of contacting you regarding your sessions. I will mainly use the method you first contacted me on but if I cannot reach you, I will try a different method.

**Next of kin/medical professional's details** – If I were worried that you are at risk then I may need to contact your next of kin or medical professional, if I can. I will let you know when/if I am going to do this.

**Session notes** – I keep brief notes on our session(s) and keep all hand written notes in a locked filing cabinet and online notes are stored in a secure client management system.

### Will I share your data and if I do, who will I share it with and for what purpose?

I may have to share your information if my notes are subpoenaed by court. If you or anyone you tell me about is at harm or risk of harm I may have to pass this information on. I may also discuss your case during supervision but I only use your first initial.

### How will I store your data?

Your data is mainly stored as hard copy in a locked filing cabinet. Immediately after the work is finished, I transfer the data with your initials to my password protected computer and onto an online client management system. Your phone number(s) may be kept in my business mobile phone with your first name and last initial. Only I will access your information.

### How long will I store your data for and how will I dispose of it?

I will keep your details and session notes for the time required by my insurer (7 years).

After this time I will destroy any document with your personal information and delete your phone number out of my mobile phone.