

SUMMERGLEN COUNSELLING

Privacy Policy

Personal information is any information about an individual that can be used to identify them directly or indirectly such as name, address, phone number, email address and date of birth.

This policy complies with the Australian Privacy Principles in the Privacy Act 1988

Why I collect personal information.

The sharing of personal information by you is to assist me to assess and support you in processing the identified concerns. Personal information is retained to enable me to provide relevant and informed service. Within my practice and due to my duty of care a client cannot be anonymous. You may request to use a pseudonym, but a name as listed on your consent form is required.

How I collect personal information

- the information you verbally share with me
- written communication received from you via email, SMS or letter
- my intake form
- the guardian of those under 18years of age
- a referral from your GP or another treating practitioner of service

Storage of personal information

To protect your personal information, I store it securely as a hard copy as approved by PACFA.

I do not retain credit card details or banking details once payment is finalized.