

Privacy Notice

This notice explains how your personal data is used and protected.

Who I am

My name is Myra Kokke (legal name: Petronella Maria Cornelia Kokke). I provide counselling and psychotherapy services and act as the data controller for your information.

What information I collect

I may collect:

- Your name and contact details
- Basic personal information (e.g. date of birth)
- Relevant health and wellbeing information
- Brief clinical notes from sessions
- Emergency contact details

How your information is used

Your information is used to:

- Provide counselling and psychotherapy
- Arrange and manage appointments
- Keep a safe and consistent record of care
- Meet professional and legal obligations

Legal basis

Your data is processed because:

- It is necessary to provide therapy (contract)
- It is necessary for safe and ethical practice (legitimate interest)
- It relates to health information (special category data under GDPR)

Clinical notes

Brief clinical notes are kept to support your care. These are minimal, factual, and not intended as detailed records of sessions or for legal use.

Confidentiality

Your information is kept confidential, with the following limits:

- Risk of serious harm to yourself or others
- Safeguarding concerns
- Legal obligations

Where possible, this will be discussed with you first.

Sharing your information

Your data may be shared only where necessary:

- With a clinical supervisor (anonymised where possible)
- With relevant services if there is a risk to safety
- Where required by law

I do not share your information for marketing purposes.

How your data is stored

Records are stored securely using Carepatron, a GDPR-compliant system. Reasonable steps are taken to protect your data from loss, misuse, or unauthorised access.

How long your data is kept

Records are kept for 7 years after therapy ends, then securely deleted.

Your rights

You have the right to:

- Access your data
- Request correction of inaccurate data
- Request deletion where appropriate
- Restrict or object to processing in certain circumstances

These rights may be limited where this could affect your care or legal obligations.

Complaints

If you have concerns about how your data is handled, you can contact me directly.

You also have the right to contact the Data Protection Commission in Ireland:

www.dataprotection.ie

Contact

If you have any questions about your data, you can contact me at:

myrakovkepsychotherapy@gmail.com