



Privacy Policy

The Trustees of Sheffield Pregnancy Counselling Support take seriously their responsibilities to both clients and supporters in relation to the processing of their personal data both in digital and printed format.

Data held may include name, address, email and contact number and in the case of supporters, bank details where payments are made on line and tax is collected on donations.

The data is only used for the purposes of contacting clients or supporters in relation to the purposes of the charity and is collected on the basis of consent – either a client seeking the support of the charity or a supporter making financial gifts or subscribing to a newsletter for updates.

Personal data of clients and supporters is never shared with a third party.

All paper records are kept in a locked cabinet in the counselling room – any client notes carried by a practitioner will be noted by first name only with no contact details in any form. These are filed separately until a case is closed.

All emails are stored on password protected PC and are deleted after 12 months.

All client records and notes are kept for a period of 3 years to aid statistical analysis and to assist should a client wish to return. They are shredded after this time.

Financial records are retained for 6 years in accordance with legal requirements and then deleted.

If at any time a client or supporter wishes to see what data we are holding they should apply by email to office@spcsonline.org.uk with details of their request and we will respond within 7 days.

Agreed by Trustees October 1st 2018