

**Ms Ralitsa Dikova**  
**Psychodynamic Psychotherapist**

**Privacy Policy**

**Contact Details**

**Name:** Ms Ralitsa Dikova

**Phone Number:** +44 7717 294776

**Email:** ralitsa.dikova@pm.me

**A) The type of personal information I collect:**

I currently collect and process the following information:

- Full Name;
- Contact details (telephone number and email);
- Details of the General Practitioner (GP) and next of kin (NOK) if disclosed by the patient;
- Skype, Zoom accounts or other Internet contact details;

**B) How I get the personal information as listed in section A and why I have it:**

Most of the personal information I process is provided to me directly by you for one of the following reasons:

- For communication purposes;
- In the process of your psychotherapy treatment;
- In case of an emergency.

**C) I use the information that you have given me in order to:**

- Have a contact with you during your psychotherapy treatment;
- Psychotherapy treatment purposes;
- Further the analytic process by writing anonymised notes to clarify my thoughts, both by self-supervision and by discussion with professional colleagues;
- If your health and safety and that of others is threatened.

**D) I will not pass on any of your personal information which is listed in Section A to a third party without your prior consent.**

**E ) Under the General Data Protection Regulation (GDPR), the lawful bases I rely on for processing this information are:**

**(a) Your consent.**

- You are able to remove your consent at any time. You can do this by contacting me on [ralitsa.dikova@pm.me](mailto:ralitsa.dikova@pm.me)

**(b) I have an interest:**

- To be able to practice psychotherapy;
- In an emergency, the process of information is necessary to protect your health and safety and/or that of others.

**F) How I store your personal information:**

- a) Your information (from list A) is securely stored on a memory stick and locked in a safe box with a passcode;
- b) I will keep your personal information (listed in section A) during your psychotherapy treatment only. I will then dispose your information by deleting it from the memory stick including from my personal computer's trash folder;
- c) If I have written any paper notes, they will be always anonymised and shredded after I finished with their purpose (see Section C);
- d) Anonymised paper or electronic notes are delated following the steps in Section F (see b and c).