

Privacy Policy

Effective Date: 27 June, 2025

Therapist Name: Orla Cogill

Contact Information: info@cogsp psychotherapy.com

Website: cogsp psychotherapy.com

1. Introduction

Your privacy is very important to me. This Privacy Policy explains how I collect, use, store, and protect your personal information in accordance with the **General Data Protection Regulation (EU) 2016/679 (GDPR)** and **Irish data protection law**.

2. Who I Am

I am a self-employed therapist operating in private practice in Ireland. I provide confidential psychological therapy to children and young people (age 7-18) and adult clients (age 18+). I am the data controller for the personal information I collect.

3. What Personal Data I Collect

I may collect and process the following types of data:

- **Contact details** (e.g. name, phone number, email address)
 - **General personal information** (e.g. age, gender, GP contact, emergency contact)
 - **Health and therapy-related information** (session notes, presenting issues)
 - **Payment or invoicing details**
 - **Website data** (e.g. IP address, cookies – see Cookie Policy)
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4. How I Collect Your Data

- When you **contact me via my website**, email, or phone
- During **our sessions**
- Through **third-party referrals** (if applicable and with your consent)
- From your use of my **website** (see Cookie Policy below)



5. Why I Collect Your Data (Legal Bases)

Purpose	Legal Basis
To provide therapy services	Contract
To contact you about sessions	Legitimate Interest
To store clinical notes	Legitimate Interest / Legal Obligation
To manage payments	Legal Obligation
To respond to website enquiries	Consent
To comply with legal requirements	Legal Obligation

6. How I Use and Store Your Data

- Data is stored securely on encrypted, password-protected devices and/or GDPR-compliant cloud services.
 - Session notes are stored separately from identifying information.
 - Emails are stored securely and periodically deleted.
 - I do not use your data for marketing.
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7. Sharing Your Data

Your data will be kept confidential. However, I may share data in the following limited circumstances:

- With your **explicit consent**
 - If required by **law or court order**
 - If there is a risk of **serious harm to you or others**
 - With my **supervisor** (anonymised) as part of professional standards
 - With service providers (e.g. practice management software or accounting) who are GDPR-compliant
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8. How Long I Keep Your Data

- Client records (including notes): **7 years** after the end of therapy (or as required by law/insurer)
 - Emails and contact form enquiries: **6–12 months**
 - Financial records: **6 years** (Revenue compliance)
 - Website data (cookies): See Cookie Policy
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9. Your Rights

Under GDPR, you have the right to:

- Access your data
- Rectify inaccurate data
- Erase your data (in some cases)
- Restrict processing
- Data portability (request a copy in a portable format)
- Object to processing

To exercise any of these rights, contact me at: **info@cogspsychotherapy.com**

10. How to Complain

If you have concerns about how your data is handled, you can contact me directly. You also have the right to complain to the **Data Protection Commission**:

- Website: www.dataprotection.ie
 - Phone: +353 57 868 4800 / +353 76 110 4800
 - Email: info@dataprotection.ie
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11. Changes to This Policy

This Privacy Policy may be updated from time to time. Any significant changes will be noted on my website.



Cookies

Our website uses **cookies** to improve your experience and to comply with legal obligations. Cookies are small text files stored on your device that help us analyse website traffic, personalise content, and provide certain functionalities.

We use the following types of cookies:

- **Essential Cookies:** These are necessary for the website to function properly and cannot be disabled. They enable basic features like page navigation and access to secure areas.
- **Analytics Cookies:** These help us understand how visitors interact with the website by collecting anonymous information about visits and usage patterns. This data helps us improve the site.
- **Marketing Cookies:** These cookies track your browsing habits to deliver personalised advertising relevant to you.

When you first visit our website, a cookie banner will appear asking for your consent to use cookies (analytics and marketing). You can choose to accept or reject these cookies. You can also manage or delete cookies through your browser settings at any time.

