

Data Access Request Form

I …………………………………………………………………. (name of client)

Request from: Sarah Henderson BA (Hons) Counselling, FdSc, MBACP

CBT therapist

Telephone - 07535 943290

Email - openpathcounselling@gmail.com

Website - www.openpathcounselling.co.uk

The data I wish to access relating to my counselling which took place with you:

 General contact information held about me

 Brief case notes written throughout the counselling process

I understand that this request will be responded within thirty days of it being received by Sarah Henderson and it is free of charge.

I request the information to be sent to me via:

 Email - to be sent to your personal email address which is:

Email ……………………………………………………………………………………………………

 Post - to be sent to your address, marked for your attention:

Address ………………………………………………………………………………………………..

…………………………………………………………………………………………………………..

I take responsibility for the safe interception of this information in the format I have requested.

Client Print: ………………………………..

Client Sign: ………………………………..

Date: ……………………………………….