

Collection Notice

What happens to the information you give me

Before you share your details, I want you to know how they will be used. This notice is part of my intake form and booking process.

Who is collecting your information

Paul Scott-Williams, Inachord Counselling and Wellness, Suite 3, Level 2, 2 Rich Street, Abbotsford VIC 3067.
Phone 0458 720 428.

What I collect and why

Your contact details, emergency contact, relevant health and wellbeing information, and payment records. I need this to provide counselling safely, manage your appointments and payments, and contact you or your emergency contact if needed.

If you choose not to provide it

You do not have to answer every question. Some details, such as your name, phone number and an emergency contact, are needed for me to offer counselling safely.

Who else may see it

- No one, without your consent, except in the limited situations described in the **Confidentiality and Its Limits** statement.
- My clinical supervisor may hear about our work, but never your name or identifying details.
- Secure services I use to run the practice: Halaxy (client records, stored in Australia), Zoom and Google, which may store some data outside Australia.

Your rights

You can see or correct your information and make a complaint if you think it has been mishandled. My **Privacy Policy** explains this and is available on my website or on request.

This notice follows the Privacy Act 1988 (Cth) and its Australian Privacy Principles, and the Health Records Act 2001 (Vic) and its Health Privacy Principles.