

Privacy & Confidentiality Policy

Effective Date: [Insert Date]

At **Dhaarana – Psychotherapy & Hypnotherapy Practice**, we are committed to safeguarding your privacy and ensuring the confidentiality of all personal and therapeutic information shared with us. This policy outlines our practices for collecting, using, storing, and protecting your data in accordance with the **Digital Personal Data Protection Act, 2023 (India)** and international ethical standards in psychotherapy and hypnotherapy.

1. Your Right to Privacy

Your privacy is a fundamental right. You have complete control over what information you choose to share, when, and with whom. Whether you seek therapy or decide what to disclose, your autonomy and boundaries will always be respected.

2. Our Commitment to Confidentiality

Confidentiality is at the heart of our practice. All personal and clinical information shared in sessions is protected, including:

- Verbal conversations
- Mental health and medical history
- Contact details and session notes

We will not disclose any information without your **written consent**, except where disclosure is legally mandated (e.g., imminent risk of harm or court orders).

3. What Information We Collect

During your therapeutic engagement, we may collect:

- Personal details (e.g., name, age, gender)
- Contact information (email, phone)
- Mental health and relevant medical history
- Clinical notes and session progress
- Any other information voluntarily shared

All data is treated with the highest level of confidentiality and sensitivity.

4. Purpose of Data Collection

Your data helps us:

- Understand your background and therapeutic goals
- Deliver safe, personalized, and effective care
- Maintain professional clinical records
- Support your progress and continuity of care

5. Informed Consent

By engaging with Dhaarana's services, you provide informed and voluntary consent for us to collect, use, and securely store your personal data.

6. Data Security

We prioritize your safety through:

- Password-protected devices
- Encrypted communications (e.g., Microsoft Teams)
- Therapist-only access to your information

We follow industry best practices in digital security and data protection.

7. International Data Storage

Some tools we use (e.g., Microsoft Teams) may store data on secure servers outside India. These platforms are selected for their high standards of global data protection compliance.

8. Data Retention

Your records are retained for **six (6) months** after therapy concludes. Thereafter, data is securely deleted unless legal or ethical obligations require otherwise.

9. When We May Share Information

We do **not** share your data unless:

- You provide explicit written permission, or
- Disclosure is legally required for safety or legal compliance

10. Your Rights

You have the right to:

- Access your personal data
- Request corrections or deletion
- Withdraw your consent at any point

11. Policy Updates

This policy may be updated occasionally. Any significant changes will be communicated to you during your engagement or upon request.