



## **Your Data and Rights**

Your data is important and precious and you have a right to expect that I handle it legally, fairly and with care. This document explains what data I keep and why, what happens to it and how you can get a copy.

### **What data do I keep and why?**

- Contact details (and/or those of a parent/ guardian if you are under 18 or a vulnerable adult), such as name, address, phone number(s) and email address. This is so that I can get in contact when necessary, for example to arrange appointments, to share important information or to request payment if applicable.
- Information provided by you or the referring organisation or person at the assessment or referral stage. This may include information on physical, learning or medical needs. This is used to decide how best I can help you and, if needed, to conduct a risk assessment to help keep you safe. Where I ask for your GP details this is in case there is ever a situation where I need to share a serious concern regarding your well being and you are not able to let them know yourself.
- Brief case notes. This is to keep a record of sessions attended and to aid progress over the sessions.
- Reports and other communication, including letters and emails, in case a copy is requested or I need to refer back.
- If are under 18 or a vulnerable adult, a record of other professional or agency involvement, for example a GP, school, paediatrician, psychologist, support agency or social services. This is to maintain a joined up approach.

### **Will your data be shared?**

Any data I store will not be shared with others without your explicit consent (or that of a parent/ guardian on your behalf if you are under 18 and it is appropriate) unless there is a legal or safeguarding requirement or a legal body, such as a court, tells me to. In such a circumstance, I will let you know you if I can.

If you are adopted or adoption related issues are a focus of the work, I will notify Barnardo's Adoption Agency, with whom I am a registered therapist; it is a legal requirement for any adoption related therapeutic work to be undertaken through a registered adoption agency. This includes your adoption status and contact details.

### **How is your data stored?**

All data I store is kept secure, either in a locked location or in the case of electronic data under password protection.

In case of my incapacity or death, I have a Living Will where a person I have appointed will take ownership of the data I store about you. If this happens, they will notify you and manage safe storage and destruction of your data as per this agreement.

**How long is your data kept?**

I keep all data for a period of up to seven years, or if you are under eighteen, seven years after your eighteenth birthday. After this period, it will be destroyed safely and securely and electronic data permanently deleted.

Where I have stored your contact information, or those of a parent/ guardian, on my mobile phone, it will be deleted within 3 months following the end of our work together.

**What do you do if you change your mind about agreeing to your data being stored?**

You (or if you are under 18 a parent/ guardian on your behalf if appropriate) can at any point decide you no longer wish to give consent for your information to be stored and for it to be destroyed or deleted. If so, let me know, and I will do this unless there is legislation that prevents me.

**What do you do if you want access to the data I keep about you?**

Should you require a copy of data I keep about you, you (or if you are under 18 a parent/ guardian on your behalf if appropriate), can request a copy either verbally or in writing and I will usually respond within 1 month. In some circumstance there may be ethical or legal reasons to be taken into consideration in providing access.

**Who do you contact if you have any questions or want to complain regarding how I use or store your data?**

1. I invite you to speak to me in the first instance.
2. The Information Commissioner is the person responsible for ensuring organisations and individuals such as myself keep your data safe and uphold your rights. You can contact them at:

The Information Commissioner  
Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK0 5AF  
0303 123 1113  
<https://ico.org.uk>