

## **Data Protection Consent Form (GDPR) – Privacy Notice**

Under GDPR (general data protection regulation) guidelines, I must inform you as my client about **what, why, and how** personal information is **used, stored and disposed**.

### **What I will do**

All clients will be allocated a reference number within my personal filing system, and I will retain any information that's relevant to your therapeutic process, e.g. notes, paperwork, including working agreement, assessment information, background information, therapeutic plan etc. All personal information and details, including your name, address, DOB, contact details, GP details etc., will be retained separate from this clinical and therapeutic information.

### **Why I will do this**

Personal details given will be held so I am able to contact you if necessary, and to locate you within my personal filing system. I will only contact other people with your consent unless under exceptional circumstances, such as risk to self or others. Your clinical and therapeutic information is stored (separately) as a reminder of sessions and to establish and measure progress and plan for future sessions.

### **How I will use this**

Personal details are used for contacting you directly. With your permission, I will hold your contact number and email address on my phone/laptop to contact you if I am away from the office and don't have file access to your contact details. Let me know if you specifically don't wish this information to be held. You can be assured my phone/laptop is password protected.

I will produce invoices for payments and as such will submit payment information for HMRT (Her Majesty's Inspector of Taxes). If I use an accountant, my invoices will use your reference number only to maintain your privacy.

### **How I will share this**

In most cases, I will only share your personal information if necessary and if you have given consent. There are some circumstances when I don't need your consent, e.g. if I feel you are at risk to yourself or someone else, or if I have been requested to share information by a court or legal process.

### **How I will store this**

I store all client details in a locked filing cabinet, separating personal contact details from private case notes. The case notes are identified by a reference number to maintain personal privacy. I do not retain any emails or electronic documentation

pertaining to you on PCs. These are periodically cleared away and confidentially destroyed.

I will keep records for 7 years after our work is complete, or in the case of a young person, I will keep their records up to the age of 25. After that point the data controller will confidentially shred all your notes.

**Please complete the following questions:**

	Yes	No
I have read and understand SCT Therapy's data protection consent notice:		
I agree to the terms and conditions in this privacy notice:		
I agree to my therapist holding my phone no. on their mobile:		
I agree to my therapist holding my email address in their PC contacts:		
I agree to receive my invoice via email if self-funding:		
I agree to my data being used for stats and training and understand this information will be anonymous and secure:		

Please let me know if you have any concerns or aversion to this data protection consent notice.

<b>Client Signature:</b>	
<b>Client Name:</b>	
<b>Date:</b>	