

Privacy Notice

I recognise the importance of protecting personal and confidential information in all that I do, and I take care to meet my legal and regulatory duties. This policy is one of the ways in which I can demonstrate my commitment to being transparent and open.

Under data protection law, individuals have a legal right to be informed about how any personal information about them is being used. This privacy notice sets out how I collect, use, store, share and destroy personal data to carry out my responsibilities as a psychotherapist working with children and young people.

I, Rebecca Booth, am the 'data controller' for the purposes of data protection law. I do not have any employees or associates. However, queries and concerns regarding therapeutic work with pupils of Baldwins Hill Primary School may also be addressed to the Head Teacher.

As a registered member of the UK Council for Psychotherapy (UKCP), I abide by their standards and ethical requirements which include strict guidance on the requirements of confidentiality. This includes regular supervision with a qualified supervisor, to reflect on my work and ensure the efficacy of my practice.

I hold Professional Indemnity Insurance which is renewed annually.

Personal data I hold:

Personal data that I may collect, use, store and share (when appropriate) about children, young people and parents/carers may include, but is not restricted to:

- Name, date of birth, address
- Gender (or preferred identity)
- Parent/carer name/s and contact details
- GP's name and contact details
- Details of any medical conditions, including physical and mental health
- Current medication
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Details of referral for therapy
- Family history
- Support networks and support packages
- School progress information (including difficulties accessing part/all of the curriculum)
- School attendance information (including exclusions, number of absences and reason for absences)
- Safeguarding information

- Information relating to episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)

I may also hold data about children and young people that I have received from other organisations, including other schools, local authorities and other health professionals.

Session data I hold:

- Brief handwritten notes to provide cues and reminders of session detail. These are anonymised to protect the identity of the child or young person.
- Reflective notes to support professional development and inform supervision. These are anonymised and kept separately from session notes.
- Photographs of child/young person's creations in therapy sessions (this may include craft work, sand activities, items set up in a dolls' house etc). NO photographs of individuals are taken in sessions or used/stored in any format.

How I use this data:

- To inform therapeutic practice
- To provide appropriate support (to the child or young person, their parents/carers, and those working with them)
- Monitor and report on progress
- Comply with requirements set by my registering body (UKCP)
- Comply with requirements set by my Professional Indemnity Insurer
- Comply with the law regarding data sharing

Legal basis for using this data:

I only collect and use personal data when the law allows me to. Most commonly, I process it where:

- I have obtained consent to use it in a certain way

Less commonly, I may also process personal data in situations where:

- I need to comply with a legal obligation (such as if requested by a court)
- I need to protect the individual's vital interests, or someone else's vital interests

Where I have obtained consent to use personal data, this consent can be withdrawn at any time. I will make this clear when I ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify the use of this data.

How I store this data:

- All paper-based data is kept in a securely locked cabinet
- All electronic data is kept on a password protected device

How long is data stored:

- Data is kept for a period of 7 years after therapy ends, as required by my Professional Liability Insurance policy, in accordance with UKCP guidelines
- As soon as the retaining period has lapsed, all notes are securely destroyed, unless there is a legal obligation to keep them for a longer period of time (this may include an ongoing court case).

Data sharing:

I do not share personal information about children or young people with anyone without permission from the child or young person or their parents/carers, unless the law allows me to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, I may share personal information about them with:

- The relevant local authority – to meet my legal obligations to share certain information with it, such as safeguarding concerns
- The child or young person's parents/carers where there is a safeguarding concern – to protect an individual's vital interests, in respect of their physical and mental health
- Health authorities and other organisations, including their school - to protect an individual's vital interests, in respect of their physical and mental health
- Police forces, courts, tribunals - fulfilling my legal obligations to comply with court orders

Parents and children/young people's rights regarding personal data:

Individuals have a right to make a 'subject access request' to gain access to personal information that I hold about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data I hold about them.

If you make a subject access request, and if I do hold information about you or your child, I will:

- Give you a description of it, protecting the confidentiality of the child/young person
- Tell you why I am holding and processing it, and how long I will keep it for
- Explain where I got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Give you a copy of the information in an intelligible form

If you would like to make a request please contact me, Rebecca Booth, directly.

In the event of my sudden death or incapacity:

- A therapeutic will is in place to protect the data held by me. In the event of my sudden death or incapacity the executor will notify relevant individuals and destroy records as appropriate. The executor will not read or share any data.

Complaints:

I take any complaints about collection and use of personal information very seriously.

If you think that my collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about my data processing, please raise this with me in the first instance.

To make a complaint, please contact me directly.

A complaint may also be addressed to the Head Teacher, who holds details of my UKCP Registration.

Alternatively, you can make a complaint to the Information Commissioner's Office:

Data Controller: Rebecca Booth

ICO Reference: ZA423490

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF