

Privacy Policy
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Expressive Arts Counselling Practice

Your rights are:

- To be informed on what information I hold on you or your child (as set out in this document)
- To see the information, I hold about you or your child (although I reserve the right to decline sharing my process notes if I felt it would not be therapeutically beneficial for you to see them)
- To rectify any inaccurate or incomplete personal information
- To withdraw consent to me using your personal data
- To request your personal information be erased (although I can decline whilst the information is needed for me to practice lawfully and competently).

What information I have or may have already collected (current clients) or will or may collect (new clients) about you or your child:

General

- Name
- Gender (or preferred identity)
- Date of birth
- Home telephone number
- Parent/guardian email address
- Home address/postcode
- GP information
- School information

Relevant to therapy: that may inform my work with you or your child, how I approach our sessions, or allow me to keep you/them safe, for example if they are at risk of seizures or have allergies.

- Pre-existing medical conditions
- Counselling history
- Presenting difficulties
- Session and parent review content and clinical process notes
- Email exchanges

What documents I will hold on you and/or your child:

- Contact information
- Counselling contract / agreement
- Session notes
- Images / drawings / artwork

How I will store this information:

Paper documents

- I will allocate you a unique therapy code for which all your child's information will be recorded under (for example AB01)
- All paper documents will be stored in a lockable filing cabinet on the premises of where your therapy takes place or in my home office.
- Your contact details will be stored in paper version in a locked filing cabinet and/or in a password protected file on my computer.
- Your child's 'physical' artwork will also be stored in a folder on the premises of where their therapy takes place or in my home office, and identified only by you or your child's first name.

Electronic documents

- Any files / images kept on my computer will be password protected. My computer is also password and fingerprint protected.
- Any research / diagnostic / evaluation forms and reports will be filed with your or your child's session notes in a password protected folder on my computer.
- If I have your phone number, it will be stored on my phone but under your code rather than your name. This is so I can contact you in case of emergencies.
- Your email address and correspondence will be stored in my encrypted Gmail account. This email address will be used solely for the purpose of therapy and corresponding with clients.
- If you need to send me a text on my mobile phone this will be deleted immediately once I have read it and responded.
- I will use your client code for invoices.

Who I will share your information with:

Clinical Supervision

I attend monthly supervision with another qualified therapist. This is an ongoing requirement of my accrediting body (BACP). In order to protect your privacy my supervisor will not know you either professionally or personally. I will only refer to you by your first name and this will only be done verbally.

In emergencies

In keeping with my confidentiality / safeguarding policy, if I feel you or your child is at risk of harm I may share information and contact information with emergency healthcare services such as Child and Family Services. The family will be informed.

In other cases where I feel you or your child is at risk of harm I may share information with supportive emergency healthcare service (e.g. police, early Help, psychiatrist or GP). In these later cases these services will be contacted only with consent.

Erasing your information:

When we have finished working together, I will erase electronic copies of your child's information and our correspondence within 3 months. I will hold onto your or your child's electronic notes that are relevant to the therapy for up to seven years. This is so I have a reference of the work in situations such as your child returning to therapy. After this time, I will shred the written information and delete any files held on my computer.

If you would like more information about GDPR do please ask, as I have a more detailed policy to share in those cases.