

GDPR

The General Data Protection Regulation (GDPR) is concerned with the personal information about you that I collect, store and share. This document details my GDPR policy.

Personal Information I will Collect

As a DBT therapist I will collect both personal and sensitive data. The reason I collect your personal information is to enable me to deliver psychological therapy. I collect information at the point of initial contact (which might be via my website email or a phone call) as well as during the initial assessment session and any subsequent therapy sessions. The information I collect may include the following;

Name

Address

Date of birth

Gender (or preferred identity)

Telephone number (plus permission to send SMS messages and leave voice messages)

Email address

GP name and practice address

Relationships

Psychological therapy history including any current or historical psychiatric diagnoses.

Medical conditions relevant to psychological therapy

Prescribed medication

Current psychological difficulties

Historical psychological difficulties

Lifestyle and social circumstances

Risk information such as suicidal and self-harming history and alcohol and drug use

Information Storage

I have implemented technical measures to ensure your personal and sensitive data remains secure. Your information may be stored in the following ways:

Paper written notes in the initial assessment appointment which will be typed up electronically and the paper notes shredded immediately. The signed therapy contract and privacy policy which will be stored in a locked safe. It may also include work done together in therapy that cannot be produced electronically e.g. diary cards and chain analyses. You have the option to keep these yourself or they can be stored in a locked safe.

Encrypted Memory Stick: Brief session notes will be stored on a password protected encrypted memory stick. Your name will not be used within my session notes and they will be saved by a non-identifiable code.

Mobile phone: I will store your contact information in my contacts but will use a non-identifiable code rather than your name.

Email: Your email address and correspondence will be stored in my email account (currently G-Mail) by nature of you contacting me. Your telephone number may be stored in my SMS should we exchange messages this way but will be stored via a non-identifiable code rather than your name. Electronic correspondence will also be held by the corresponding app (Gmail, Phone's SMS) all of which are GDPR compliant.

Website: none of your personal information is stored on my website other than to momentarily send an email to you via my Gmail account for the purpose of making initial contact.

Electronic devices: All electronic devices (including laptop and mobile phone) used to access stored information are password protected.

How I may Process and Share your Personal Information

Supervision: I have regular supervision with a qualified psychologist and DBT therapist. Supervision is for my practice to ensure I am adhering to professional standards and evidence based ways of working. My supervisor is GDPR compliant and thus we are considered joint data controllers.

Therapeutic Will: Your contract with your name and contact details will be stored in a locked safe which my Therapeutic Executor can access in the event of my death so he can contact you should you still be in therapy with me. My therapeutic Executor is a Chartered Psychologist and is GDPR compliant. He is therefore a joint data controller.

Sharing Information with your GP/Other Health Professionals: Some clients like their GP (or other professionals involved in their mental health care such as a Psychiatrist or the BUPA mental health care team) to be kept informed of the work they are doing in psychological therapy. This might include sending assessment/progress/discharge reports or having telephone conversations disclosing personal and sensitive information pertaining to you. We can discuss what and how much information is disclosed and you will be given an opportunity to make amendments before any letter/report is sent. I will only send reports or have telephone discussions of this kind if I have your permission to do so and you can withdraw consent for any further correspondence at any point during our work together (assuming there is no duty of care to disclose information-please see the point below). Your GP and other health professionals should be GDPR compliant (I would check to

ensure this before sending any confidential information) and thus would be considered joint data controllers.

Duty of Care and Confidentiality: All the information you share with me is treated confidentially unless you request I share it, for example with your GP. The only exclusion to confidentiality is if I suspect there is a risk of harm, either to you or someone else. If I thought there was such a risk, I would discuss it with you if at all possible so we could consider how we can best manage the risk, which may include involving your GP or other care agencies. Only information relevant to managing the risk would be shared. If I don't have your permission to share information and I deem there to be serious and imminent risk to yourself or someone else then my professional codes of conduct and the law may require that I inform an authority and share your personal information without your knowledge and permission (known as whistle-blowing for example in cases of suspected terrorism).

E-Mail Exchange: Although G-Mail is GDPR compliant any confidential (e.g. personal and sensitive information) that I need to send to you will be typed into a memo, password protected and then attached to the email. I will inform you of the password in person. I advise you to share confidential information with me in the same way.

Postal Mail: Should I send any confidential mail in the post (to you or your GP) this will be clearly marked confidential.

Erasing Your Information: When we have finished working together, I will hold onto your information for seven years past the end of our work together. This is in line with my professional code of practice and is for example so that I have a reference of our work in situations such as you returning to psychological therapy in the future. After this time has passed I will shred any written information via a confidential waste service and securely delete any electronically held information.

Your Rights

You have the following rights:

To be informed what information I hold (i.e. to be given or have access to this document)

To see the demographic information I have about you (free of charge for the initial request)

To make a 'subject access request' (SAR) for copies of your records. There may be an administrative charge for this and these will be provided within one calendar month of the request being made.

To rectify any inaccurate or incomplete personal information.

To withdraw consent to me using your personal information e.g. to withdraw consent for me to telephone you and request I contact you via email only.

To request your personal information to be erased (though I can decline whilst the information is needed for me to practice within my own professional code of ethics and conduct).

If you wish to assert any of these rights you should contact me.

I reserve the right to make changes to this privacy policy at any time by sending a notice to you via our agreed method of contact.