



Behavioural Therapy Clinic

Privacy / GDPR Data Protection Policy

Updated September 2022

Review Date: September 2023

We provide behavioural therapy to a wide population of clients both online, face to face and within educational, workplace and care settings. To be able to provide these services, there is a requirement to process personal and health data. The data is used for the purposes of assessment, planning, intervention and evaluation of the Occupational Therapy process. You will be asked for your consent at the end of this document. Consent can be given and withdrawn at any time.

Data Controller

The Data Controller as registered with the Information Commissioner is Mr Jason Clark who can be contacted via jason@behavioural-therapy-clinic.co.uk

Personal Data recorded.

Personal data collected may include;

- Client's name (including commissioning individual, parent/guardian, client).
- Date of birth
- Postal address
- Telephone numbers and email addresses

Recorded Personal Data Classed as "Special Category".

UK GDPR Article 9 prohibits the processing of special category data unless it is necessary and falls within 10 exceptions. Where special category data is discussed and processed this is only undertaken where it's necessary for the client's particular needs and following their explicit consent to share this data during sessions.

How does Helping Kids Shine collect Personal Data?

Personal Data is collected via digital messaging services, email, electronic forms, paper forms, telephone calls and submission of online enquiries via [Contact Us | Behavioural Therapy Clinic \(behavioural-therapy-clinic.co.uk\)](https://www.behavioural-therapy-clinic.co.uk).



How is the Personal Data stored?

- Electronic data processed on a password protected PC and backed up to a secure online GDPR compliant cloud system such as OneDrive.
- Hardware will be fully erased before being disposed of

How long will the Data be held?

Data will be retained electronically for 7 years. Paper based session note data will be shredded after being transferred to electronic records.

How/when will the Data be shared?

Data will only be shared with third parties once consent has been given except where legal or safeguarding concerns have been identified.

Your Rights

The law states that you have the following rights: The right to be informed, the right of access, the right to rectification, the right to erasure, the right to restrict processing, the right to data portability and the right to object. Requests can be made in writing, verbally, in person or on the phone and all requests will receive a response within 30 days.

Informed Consent – Behavioural Therapy will be asked to confirm that they have read this information and agree to its content upon commencement of provision of paid services.

Complaints to the ICO

If you are unhappy with the management of your data, you are able to contact the Information Commissioner <https://ico.org.uk/make-a-complaint/>.