

Privacy Statement

****Example, for use in a school setting. Play therapists will need to read this statement carefully and amend it to fit their own practice.****

Information I will hold and why

I am collecting your contact details so that we can stay in touch about your child's play therapy, appointments and any reports. I need your child's name, and date of birth to ensure reports have the correct details. During the assessments, I will write down notes about your child's family history and any medical needs. I will write a running record of the sessions so that I can remember when meetings and sessions took place and the themes of your child's play. I will also write my own thoughts and reflections ('process notes') so that I can think about your child and talk to my supervisor about how best to help your child. From time to time, I may be asked to write a summary report about your child's play therapy so that other professionals know about the support your child has received.

How I keep your data secure

I will store your contact details on my phone, and on my laptop. My phone is locked and you will appear in my contacts list as your child's initials only. Hand written notes are stored in a locked filing cabinet at my home. Electronic records and reports will be stored in password protected Word documents on my laptop and backed up on an external password protected hard drive which I keep in a locked filing cabinet. My laptop is password protected. When I am travelling with printed notes, I will just use your and your child's initials. The signed contract and initial referral form are stored at school in a locked filing cabinet in the SENCo's office.

How long I will keep it for

I will keep your contact details, email messages and texts for 6 months after your child ends therapy so that I can contact you about any reports still being written and offer a follow up review. After that, I will delete them from my phone and laptop. I will keep reports and notes sent by other professionals until I have written the summary report and will then erase them. I will keep your child's running record of therapy and summary report until he/she is 21 years old and then erase them using the most secure method available at that time. I will keep my handwritten process notes until I have written your child's summary report and then will shred the paper.

Who I will share your data with

I will not share your contact details with anyone without your further consent. We have agreed a Circle of Confidentiality and these are the people you are happy for me to share reports with and to talk to about your child's therapy. When I send a report or other information, I will password protect the document and send the password by text or phone. I may share your child's first name, age and family situation as well as the contents of his/her play with my clinical supervisor. She will keep her own, anonymised notes about my work with your child and store these securely, deleting them after I have finished working with your child. The only times I may have to share your data would be if requested to do so for lawful reasons.

Non Consent

If wish to remove your consent to my use of your data or for your child to receive play therapy at any point please let me know by email or via the school in writing. However, you should understand that I would not then be able to continue to see your child.

Having access to you data

Under GDPR you have rights as an individual which you can exercise in relation to the information I hold about you and your child. See <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-be-informed/>.

Complaints

If you have any concerns about how I have handled your data, you can complain to the Information Commissioner's Office.

Consent for data processing

Do you agree to your data and that of your child being used in these ways?

Yes, I understand and agree to XXXX's procedures for data processing as detailed above.

Parent/carer 1 name			
Signed		Date	
Parent/carer 2 name			
Signed		Date	



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