

# Information audit for BAPT play therapists

This chart will help you to review the personal data you currently process in your role as a play therapist and what action you may need to take to comply to the GDPR. This list is not exhaustive and you may need to add/delete items as fits your practice.

<b>Personal data</b>	<b>Purpose of processing and lawful basis</b> (consent, legitimate reason)	<b>Confidentiality</b>	<b>Security</b>	<b>Retention</b>	<b>Disposal</b>	<b>ACTION/DATE</b>
<i>What sensitive data do I hold (in any form including handwritten or electronic)?</i>		<i>Who is the data shared with? Who has access?</i>	<i>How is the data stored? How is it kept secure? Do you have a back up?</i>	<i>How long will you keep it for?</i>	<i>How will you dispose of it?</i>	<i>Is the present system compliant? What action do I need to take?</i>
Child's name						
Child's DOB						
Child's medical history						
Family names						
Family telephone numbers						
Family email addresses						
Family postal addresses						
Referral notes						
Circle of Confidentiality* names and contact details						

Assessments notes and referrer's reports						
Contract/consent form						
Running record of sessions						
Process notes						
Supervision notes						
Child's art work						
Password list						
Email messages						
Email attachments						
Text messages						
Voicemails						
Letters						
Summary reports						
Executive Will**						

\*The Circle of Confidentiality is the agreed list of people and/or organisations that may receive information about a child's therapy. The list would be agreed at the time of consent.

\*\* As part of data processing, you should consider appointing an executor and writing an Executive Will to ensure the retention and deletion of your client data should you be incapacitated or deceased.