



## Space to Be Therapy Privacy Policy

Your privacy is very important to me and you can be confident that your personal information will be kept safe and secure and will only be used for the purpose it was given to me. I adhere to current data protection legislation, including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

This privacy notice tells you what I will do with your personal information from initial point of contact through to after your therapy has ended. I am happy to chat through any questions you might have about my data protection policy and you can contact me via email. My email address is: [rosie@spacetobetherapy.co.uk](mailto:rosie@spacetobetherapy.co.uk).

‘Data controller’ is the term used to describe the person/ organisation that collects and stores and has responsibility for people’s personal data. In this instance, the data controller is me. I am registered with the Information Commissioner’s Office (ZB411181).

### My lawful basis for holding and using your personal information

The GDPR states that I must have a lawful basis for processing your personal data. There are different lawful bases depending on the stage at which I am processing your data:

- If your child has had therapy with me and it has now ended, I will use legitimate interest as my lawful basis for holding and using your personal information.
- If your child is currently having therapy or if you are in contact with me to consider therapy, I will process your personal data where it is necessary for the performance of our contract.
- The GDPR also makes sure that I look after any sensitive personal information that you may disclose to me appropriately. This type of information is called ‘special category personal information’. The lawful basis for me processing any special categories of personal information is that it is for provision of health treatment (in this case therapy) and necessary for a contract with a health professional (in this case, a contract between me and you).



## How I use your information

### Initial contact

When you contact me with an enquiry about my therapeutic services I will collect information necessary for the referral. This will include your child's name, date of birth, gender, school, language, ethnicity, parent names, home address, contact details, involvement from other services and professionals, child's medical, health and developmental needs, and further information relevant to the referral.

### While your child is accessing therapy

Rest assured that everything you and your child discusses with me is confidential. That confidentiality will only be broken when there is a safeguarding concern. I will always try to speak to you about this first, unless there are safeguarding issues that prevent this.

I will keep a record of your child's personal details and written notes of each session. These details are kept securely in a locked filing cabinet and on Fortuna, an advanced online record management system designed for secure clinical data storage. Personal details are not shared with any third party.

### After therapy has ended

Once the therapy sessions have ended your child's records will be kept until the child's 26th birthday and are then securely destroyed. If you want me to delete your information sooner than this, please tell me.

## Data security

I take the security of the data I hold about you very seriously and as such I take every effort to make sure it is kept secure. I use password protected devices, a secure online record management system designed specifically for keeping clinical records, and a locked filing cabinet for all hard copies of data.

## Your rights

I try to be as open as I can be in terms of giving people access to their personal information. You have a right to ask me to delete your personal information, to limit how I use your personal information, or to stop processing your personal information. You also have a right to ask for a copy of any information that I hold about you and to object to the use of your personal data in some circumstances. You can read more about your rights at [ico.org.uk/your-data-matters](https://ico.org.uk/your-data-matters).



If I do hold information about you I will:

- give you a description of it and where it came from;
- tell you why I am holding it, tell you how long I will store your data and how I made this decision;
- tell you who it could be disclosed to;
- let you have a copy of the information in an intelligible form.

You can also ask me at any time to correct any mistakes there may be in the personal information I hold about you.

To make a request for any personal information I may hold about you, please put the request in writing addressing it to [rosie@spacetobetherapy.co.uk](mailto:rosie@spacetobetherapy.co.uk).

If you have any complaint about how I handle your personal data please do not hesitate to get in touch with me by email. I would welcome any suggestions for improving my data protection procedures. If you want to make a formal complaint about the way I have processed your personal information you can contact the ICO which is the statutory body that oversees data protection law in the UK. For more information go to [ico.org.uk/make-a-complaint](https://ico.org.uk/make-a-complaint).