



Background

As of 25th May 2018, the Data Protection Bill will come into effect and replace the Data Protection Policy. Along with this there are new General Data Protection Regulations (GDPR) which affect the way in which your data is collected, stored and shared. The intention is to give everyone clearer rights to Data Protection.

1. Who are we?

- 1.1. The Schools Counselling Partnership Ltd (SCP) is a therapeutic and training provider who work primarily in schools. We are incorporated in the UK with the company number 9392963. The Schools Counselling Partnership Ltd's registered office is at 63 Myers Court, Raynard Way, Brentford, TW8 9GD
- 1.2. The Ealing Schools Counselling Partnership (ESCP), The Harrow Schools Counselling Partnership (HSCP) and the Tower Hamlets Schools Counselling Partnership (THSCP) are subsidiaries of the Schools Counselling Partnership and adhere to all of our policies.
- 1.3. The SCP is committed to protecting your privacy and security. This policy explains how and why we use your personal data, to ensure you remain informed and in control of your information.

2. Questions?

- 2.1. Any questions you have in relation to this policy or how we use your personal data should be sent to info@schoolsounsellingpartnership.co.uk with the subject line "Privacy" or addressed to the Privacy Lead, Schools Counselling Partnership Ltd, 63 Myers Court, Raynard Way, Brentford, TW8 9GD

3. Changes to the regulations:

- 3.1. Your rights are:
 - To be informed on what information we hold (as set out in this document)
 - To see the information, we hold about you or your child (although we reserve the right to decline sharing therapists process notes if we felt it would not be therapeutically beneficial for you or your child to see them)
 - To rectify any inaccurate or incomplete personal information
 - To withdraw consent to us using your personal data
 - To request your personal information be erased (although We can decline whilst the information is needed for us to practice lawfully and competently).
- 3.2. In keeping with these new regulations, we have made amendments to our existing privacy policy. Please read through the policy and if you are happy to give your consent to how we will be collecting, storing and sharing your data please sign and return to us, retaining one copy for your own records.
- 3.3. Please note that names are never used in notes, records for each client/child will be given a code. SCP keeps data in order to monitor the outcomes of the service which enables us to apply for essential funding to ensure the sustainability of the service in your child's school.

4. What information we will collect about you or your child:

4.1. General

- Name
- Gender (or preferred identity)
- Date of birth
- Telephone number
- Email address
- GP Information
- Ethnicity
- English as an Additional Language
- Pupil Premium
- Attainment Data & Progress
- Special Educational Needs

4.2. Relevant to therapy

- Medical conditions
- Prescribed medication
- Counselling history
- You or your child's presenting difficulties

5. What documents we will hold on you or your child:

5.1. Contact information / client code

5.2. Therapy contract / agreement

5.3. Assessment record

5.4. Brief session notes

5.5. Images / drawings / artwork

5.6. Recordings

5.7. GDPR agreement

6. How will this information be stored?

6.1. Paper documents

- We will allocate you or your child a unique therapy code for which all of you/your child's - information will be recorded under (for example JW/HB/18)
- All paper documents will be stored in a lockable filing cabinet on the premises where you/your child's therapy takes place. This will be filed under you therapy code
- Your / your child's 'physical' artwork will also be stored in a lockable cabinet and identified only by your / your child's client code
- Any research / diagnostic / evaluation forms and reports will only have your client code recorded and will be filed with your client notes.

6.2. Electronic documents

- Any files / images kept on SCP computers will be password protected. Computers used by Counselling Services Managers are also password protected.
- If you have given consent for your child's therapist to audio record their sessions, these recordings will be kept on a locked and password protected audio recorder.

- Any digital images / recordings that are on my computer will not be stored on any 'cloud based' storage and will also be password protected
- Your phone number will be stored on my phone but under your code rather than your name. This is so I can contact you in case of emergencies
- Your email address and correspondence will be stored in London Grid for Learning which is a secure site. Your email address will be used solely for the purpose of therapy
- If I need to or you require me to send you an email that includes confidential information then this will be password protected and I will send you the password either in a separate email or by text
- If you need to leave me a message on my mobile phone this will be deleted immediately once I have listened to it

7. Who I will share your information with:

7.1. Clinical Supervision

We run fortnightly supervision groups and our therapists also attend their own individual supervision with another qualified therapist/supervisor. This is an ongoing requirement of the accrediting bodies that our therapists are members of (BACP, ACAT, UKCP). The supervisor will not know you or your child either professionally or personally. The therapist will only refer to you or your child by your first name and this will only be done verbally.

7.2. In emergencies

In keeping with my confidentiality / safeguarding policy, if I feel you are at risk of harm I may share your contact information with an emergency healthcare service (e.g. Mental Health Crisis Team, GP). This will wherever possible be done only with your consent. If I become aware you are / or are intending /at risk of causing harm to another person /organisation the law may require that I inform an authority without seeking your consent.

7.3. Data Sharing/Reports

As an Organisation who provides a service to a number of schools we need to report data and outcomes to both schools and funders. However, this data is completely anonymized and no names are shared.

8. Erasing your information:

8.1. When we have finished working with you or your child , we will erase electronic copies of your information and correspondence within 3 months. We will hold onto your written / electronic notes that are relevant to the therapy for up to seven years. This is so we have a reference of you or your child's work in situations such as you returning to therapy. After this time, I will shred the written information and delete any files held on my computer.

Please sign and date below if you give your consent to the terms outlined above. If you have any questions or queries, please do let me know.

Signed:		Date:	
Print name:			