

## Data Protection Information and Consent Form

The Data Protection Act (2018) changed on 25th May 2018, I am legally obliged to provide you with the following information, and to ask you to give your consent for me to hold your personal data.

### What is included under personal data?

The personal data I hold about you may include:

- Your phone number, Email address, Postal address.
- E-mails and E-mail attachments, SMS/WhatsApp messages we have exchanged.
- The initial confidential client questionnaire which you have completed.
- Covid-19 Risk Assessment
- The data protection consent form
- Brief notes for each treatment session

### How do I store your personal data?

- Your initial client form is stored securely in a locked filing cabinet.
- Your phone number is stored on my mobile phone under your first name or initials (no surname is used), as are any SMS/Whatsapp messages and record of phone calls. My phone is code-locked and is kept secure at all times.
- Our E-mail correspondence is password-protected, and my e-mail service provider ensures that the e-mails are secure and encrypted.
- Treatment session records are kept as hard copy in a locked filing cabinet.
- Appointments are booked in my electronic calendar/diary with your first name only.

### Why do I need to hold your personal data?

- In order to be able to communicate with you via phone, e-mail or post if necessary.
- So that I have a record of your attendance and a note of important factual information that may be of significance in our healing sessions.
- It is a requirement of my insurance provider.

### How long will I keep your personal data for?

- My insurance provider requires me to keep any client records for 7 years after completing treatment.
- After 7 years from completion of treatment sessions, all electronic data will be permanently deleted, and any hard copies shredded and disposed of.

### Your right to see the personal data I hold about you

- The legislation states that you have the right to see the personal data I am holding about you.
- If you wish to do so, you can ask to see your personal data, and I will be required to provide this for you within 40 days of your request.

### When may I share your personal information with third parties?

There are a limited number of circumstances in which I may share your personal data and other information with third parties;

- Where required by the court of law
- If your safety or that of a vulnerable adult or child is imminently at risk
- If you request and/or give me consent to share your information with another health professional for the purposes of improving your care
- I may discuss some aspects of my client work with my supervisor who is an experienced practitioner also bound by the rules of confidentiality.

I have read and understood the above information and agree for my personal data to be held and processed by: *Victoria Warner* in the ways and for the purposes described above.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_