

# Time and Space GDPR Policy

WHY, HOW AND FOR HOW LONG IS YOUR DATA HELD?

CAITRIONA KING

## Why, how and for how long is your data held?

Data Item	Reason for Collection & Storage	Storage location	Length of Storage (Irish Legal Requirement)	Destruction	Who sees this data?
Name & Address	This is needed in case I have to contact you (e.g. for follow up after an enquiry for therapy or sending an invoice or receipt).	On the personal information form only, locked in a filing cabinet and separate from your session notes.	6 years	Incineration (by me)	Myself  My clinical supervisor may see your first name but not your surname or address.
Telephone Number	To contact you (for example if you have not come to session (duty of care) or for rescheduling sessions).  Should you call me or correspond with me by text, my phone is locked with a passcode when I am not using it	On the personal information form only, locked in a filing cabinet in between sessions and separate from your session notes. I do not store it on my mobile phone.	6 years	Incineration (by me)	Myself  My clinical supervisor in the event I became suddenly incapacitated through a health crisis or other emergency.
Emergency contact's name and phone number	Duty of care e.g if I become concerned for your welfare and I cannot get hold of you; in case something happens to you (e.g. you become ill) while you are in a session and you are unable to act for yourself or you need to be taken for emergency treatment.	On the personal information form only, locked in a filing cabinet in between sessions and separate from your session notes. I do not store it on my mobile phone.	6 years	Incineration (by me)	Myself

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Your GP name and contact details	Duty of care medically or for follow up support.	On the personal information form only, locked in a filing cabinet in between sessions and separate from your session notes. I do not store it on my mobile phone.	6 years	Incineration (by me)	Myself
Relevant medical information	<p>It may be relevant to share certain medical information when:</p> <p>(a) Your mental health history, diagnoses etc may inform the treatment plan to make it more appropriate for you</p> <p>(b) There is any risk that health conditions such as seizures, diabetes, cardiac issues etc may impact a session</p> <p>(c) Your medications may affect our work</p> <p>(d) You have any allergies that I should be aware of in order to keep you safe</p>	On the personal information form only, locked in a filing cabinet in between sessions and separate from your session notes.	6 years	Incineration (by me)	Myself

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<p>Session Notes</p>	<p>Session notes assist in:</p> <ul style="list-style-type: none"> <li>(a) identifying themes and postulating structures at appropriate times</li> <li>(b) the monitoring of a client's progress and help to ensure that goals and objectives are met. Notes are especially important when there are significant periods of time between contacts or when the client seeks services from another professional or service.</li> <li>(c) protecting both Client and Therapist and can help provide clarity in the event of legal or ethical proceedings.</li> <li>(d) Clinical supervision (reference only)</li> </ul>	<p>Assigned a reference (code) number and kept in separate locked filing cabinet to contact details. Session notes are identified by your code only and date of the session.</p>	<p>6 years</p>	<p>Incineration (by me)</p>	<p>Myself</p>
<p>Creative Works, letters etc submitted by you</p>	<p>It can add information to the therapeutic work.</p>	<p>If you bring these items or copies of these items to a session and wish me to hold on to them, they are kept with your sessions notes with your reference code written on the back, along with the date of the session in which it was submitted.</p>	<p>6 years When our work finishes, you may take these items away. If you choose not to take them, they remain with your session notes for 6 years.</p>	<p>Incineration (by me)</p>	<p>Myself  Clinical supervisor if required for reference</p>

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Emails and texts	Such correspondence methods are reserved for appointment making or rescheduling only.	Correspondence is deleted after receipt.  My phone and PC are password protected.	Not stored	N/A	Myself
Payment information	As a small business owner, I am required by law to retain certain financial information, primarily for tax purposes.	I make a note of payments you have made, in an annual summary receipt, which is also available you. If you require an individual receipt, then payments will be recorded in this way.  I create invoices on my PC which is password protected. Invoices & receipts are kept as password protected documents on my PC.	7 years as required by Revenue	PC: Deletion (by me)  Hardcopy: Incineration (by me)	Myself  Banking transactions may be viewed by employees of the bank, my accountant, my accountant and Revenue (if audited)  My accountant in order to draft annual account and complete tax returns -invoices and receipts are identified by your reference code only

**Why, how and for how long is your data held?**

Please sign and date below if you consent to the therapy client data GDPR points above.

If you do not wish to give your consent, you have the option to discuss with me, and it may be possible to create a bespoke agreement between us. You have the right to withdraw your consent at any time. We would need to discuss what this might mean in practice, with the primary aim of keeping you safe. However, there may be certain situations that require certain information to be retained, and I may need to seek legal advice in this case.

I agree to Caitriona King holding, controlling, processing and storing my data as stated. Signed (first and last name ) & date:

Signature:.....Date:.....

If you have any other questions regarding how your therapy client data GDPR is processed and handled, please do not hesitate to discuss with me. This document regarding therapy client data GDPR is subject to regular review and will be updated as required.