



### **Confidentiality and Your Privacy**

There are new EU General Data Protection Regulations effective from 25th May 2018. Your data is kept with your Consent and for the Legitimate Interests of you, the clients. This will enable Together Tree to give you the best possible advice and treatment for you and your family. Your consent is required in order for Together Tree to process and keep any information about you and your child. Should you become a client of Together Tree, the information we will keep about you and your child includes your names, address, email, telephone number but also personal information about you and your child and the therapy that we undertake together. This will include a written summary about our sessions, video's of sessions (dependent on the type of therapy you have), reports, records of key telephone and email correspondence too. You may have given permission to Children's Services or your child's school to share information such as relevant reports that help Together Tree to understand your family situation in order to best help you and your family. All this information is kept whilst the intervention is undertaken and then for 5 years afterwards. At which point the information will be shredded (paper information) and deleted (electronic information). The 5 years excludes any video recordings of sessions which are deleted after all sessions are complete. The only exceptions to this are if these are used for training purposes and you have given your express permission for me to use these or if a child has made disclosures of abuse in sessions and there are potential criminal proceedings now or in future. In which case this information will be kept until the child turns 18.

Your permission is required to access your child's social work records (if applicable), and to discuss your child's treatment and progress with Social Workers, other therapists, schools and other professionals who are working or involved with you/your child.

If Children's Services are involved with you/your child, regular updates (usually monthly) will be sent to the Social Worker which might include - how you, your child are responding to therapy, what is helpful/not helpful, progress, themes and any continued difficulties. This is seen as part of working effectively together with other professionals involved with your family.

The practitioner will discuss with you, your preferred method of Together Tree sharing information with you such as reports, this could be either by post or email.

In order to ensure you are offered a high quality service, some information may be used to meet all regulatory requirements and professional standards. This may include making information available for any audits which are required by the Health Care Professions Council, and may also include sharing information with colleagues for the purposes of supervision. Information for statistical data for the purposes of evaluation and research may also be used. For example; at the start and end of treatment certain tools may be used to measure the success of treatment - Strengths and Difficulties Questionnaires, Parent Stress Index Forms and individual goal settings are examples of these.

At the start of any treatment you will be asked to sign your consent agreeing to these terms. A young person over the age of 16 will also be asked for consent in the same manner otherwise you will be giving consent on behalf of your child also. When you sign this consent form, you are

agreeing to all the uses of information outlined above, and any other use and sharing of personal information which proves necessary and appropriate in the course of your treatment.

You have a right of access to any information obtained and held by Together Tree during our involvement with you. If you require the copying of a large amount of information you may be charged an administration fee for this.

By adhering to the General Data Protection Regulations, we will not disclose any information shared with us without consent to do so. A breach of confidentiality will be made however, when there is thought to be evidence of risk of harm to a child/young person or parent or others, and where health and well being is thought to be compromised.

Together Tree will take all reasonable measures to safeguard your information while it is in our possession. Paper information is stored securely in a locked cabinet and electronically on a password protected computer and placed in a locked cabinet when not in use. Any video's of sessions are kept on a separate computer hard drive which is kept in a locked cabinet when not in use.

Helen Maund, sole practitioner of Together Tree is registered with the Information Commissioners Office.

Theraplay assessments and sessions are visually recorded, as are DDP and some other therapy sessions. These are used for the practitioners own analysis of sessions, to aid written record keeping, supervision, training and parent/carer feedback/support sessions. These recordings are only kept until treatment ends unless used for training purposes.

Together Tree practitioner and the data controller is Helen Maund. Tel: 07917 341112.

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