



Therapeutic Play – Creating Connections

GDPR Privacy Statement

The purpose of this statement is to: confirm how I Laura Wright use and protect any information that I gather whilst conducting my Therapeutic Service.

I am committed to safeguarding and protecting your information. If I ask you for any information, it will only be used according to this Privacy Policy Statement.

I may change this policy from time to time in line with legislation and whilst we are still working together I will inform you of any change. If we have ceased working together and you would like a copy of my up to date privacy policy I will provide one on request.

For the purposes of Data Protection Act 1998 and General Data Protection Regulation 2016 Laura Wright is the data controller based in Faringdon, Oxfordshire.

I obtain:

Personal data. Personal data is obtained in relation to performance of a contract – delivering therapeutic services. E.g. name, address etc.

Sensitive data. Sensitive data includes your physical and mental health details required to work as we have contracted in my role as a health professional operating under a professionally recognised body - Play Therapy UK (PTUK)

For Play Therapy Clients (Organisation Commissioned):

Information collected:

Organisation Contract / Agreement (e.g. School, Social Care)

Play Therapy Referral Form

Consent Forms and Privacy Notice (Parent and Child / Young Person)

Play Therapy Review Forms

SDQ Assessment Forms

Process Notes

Organisation Payment Invoice

E mail contact (organisation or parent)

Play Therapy Review Reports

Session log

PTUK Fortuna information



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I will collect and store your child's name, your name, telephone number and email address and other personal information that the commissioner or you have provided to me in the referral form or in the play therapy review forms.

Information provided by either party is open to discussion with you and the commissioner unless either party informs me that they require the information to remain confidential. I cannot keep safeguarding information provided by you as confidential.

All information obtained may form part of the reports submitted to the commissioner at each review and at the end of the therapeutic work unless you clearly inform me that the information you have shared needs to remain confidential.

At each review I will verbally discuss with you my thoughts and observations which may be included in the written report relating to your child / young person. If you require to see the completed written report you can request this via the commissioner. The reviews are recorded on hand written review forms and SDQ assessment Forms.

I will write process notes of the sessions. These are personal to me and therefore remain my property.

I record a play therapy log of session date, duration and themes. This log only contains the play therapy client reference number and not your child's name. This log is for revalidation / accreditation purposes.

I will produce an invoice that will be sent to the commissioning organisation. This invoice will contain your child's surname and first initial of their first name.

Information storage:

All data collected from you such as; referral form, consent forms, privacy notice, review forms and SDQ assessment forms in their paper form will be securely stored in a locked cabinet until the paperwork is recorded/ scanned on to a password protected computer and stored in a password protected file. When the data is transferred the paper copies will be confidentially disposed of. If I need to transport these documents for any reason, they will remain with me or be locked in my car boot.

All handwritten documents will be scanned into a password protected computer and remain there until the work has been concluded. All computer-generated documents will be stored on a password protected computer. This information will be regularly backed up onto an external hard drive.

At the closure of the work the information will be deleted from the computer and only remain on the external hard drive. This hard drive will be kept securely in a safe when not in use. The documents on this hard drive will be deleted on the event of the practitioner's death (as instructed in my Therapeutic will) or for the life time of the child/client unless agreed otherwise in writing.

Any emails or text messages or other communications will be deleted at any time but not later than one month after receipt unless they form part of your notes or are needed for income tax purposes in which case they will be kept until the event of the practitioner's death or for the life time of the client unless agreed otherwise in writing.



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I do not use WhatsApp or any other social media for business purposes.

Your telephone number will be stored on my mobile phone under your first name and first letter of your surname until the therapeutic work is concluded when it will be deleted. If I change telephones, then your details will be deleted from the old phone. My mobile telephone is password protected.

If any reports are provided on your behalf, then these will be stored until the event of the practitioner's death. When sent via e mail they will be password protected.

In the event of my death or I am incapacitated before the work is closed then you will be informed through my therapeutic executor. All documents will be confidentially disposed of within three months.

Use of information:

I will use your contact details to engage in the therapeutic work according to this contract. I will not use contact information or any other information that has been provided for any other purpose other than in this Privacy Policy Statement.

I produce written reports as outlined above. These are sent to named persons marked "strictly confidential". This copy of my report is then the responsibility of the named persons to whom it is sent. The report is password protected when sent via e mail. I will not send the report anywhere else without the commissioning organisation and your consent other than if the information is required for safeguarding matters.

If you require to see the completed written report you can request this via the commissioner.

I will write process notes of the sessions. These are personal to me and therefore remain my property.

PTUK requires the collection of play therapy information via a Fortuna data system. This contains your and your child's personal information. Only statistic information is sent to PTUK. This information sent to PTUK is used for research purposes and does not include any information that identifies you or your child. A clinical reference number is used for the information sent. The Fortuna data base is password protected and is stored on my password protected computer. All other information can only be viewed by me.

For All Clients:

Client's rights and Access to Information:

You have the right to ask to see any information that I hold about you. Unless prevented from doing so by legal reasons, I will provide this information to you within a month of your request. You also have the right to ask me to change any information that I hold that is incorrect and to ask me to delete any information that I hold about you. I will do this except for any information I need to hold for legal purposes such as safeguarding or business tax purposes.



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Complaints:

If you wish to complain about how I hold your data in any way then in the first instance please contact me as the data controller on laura.wright@therapeuticplay.co.uk or 07920426565. If you have any further concerns which are not addressed, then you should contact Information Commissioner's Office at <https://ico.org.uk/concerns/handling/> or 0303 123 1113.

Breaches:

I will report any known data breach to the Information Commissioner and to you within 72 hours if it becomes apparent that any data is stolen. My data protection registration reference is ZA563137.

Contact:

If you wish to contact me with questions, concerns, complaints or request for your information then please do so on laura.wright@therapeuticplay.co.uk or 07920426565. This includes requests to view this Privacy Policy / Statement.

Name ...Laura Wright.....

Signed..... Date....1/5/23.....

(Certified Play Therapist)

Next Review Date: 1st May 2024

Contact Details: E mail: laura.wright@therapeuticplay.co.uk

Mobile: 07920426565.

This policy is effective from 1st May 2023