

Privacy Policy (Easy Read)

Stories of Hands Art Psychotherapy Practice

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Introduction

I am committed to keeping your personal information safe and private. This document explains how I collect, store, and use personal data in compliance with:

- **General Data Protection Regulation (GDPR)**
- **UK Data Protection Act 2018**
- **British Association of Art Therapists (BAAT) Guidelines on Informed Consent**
- **Health and Care Professions Council (HCPC) Standards**

It also explains confidentiality, informed consent, and how parents/guardians are involved when working with children and young people.

1. What Information I Collect

I collect information to provide safe and effective therapy. This may include:

For Parents/Carers:

- Your name and contact details
- Emergency contact information
- Parental responsibility status (especially for separated parents or Looked After Children)

For Children & Young People (CYP):

- Name, date of birth, and basic medical history
 - Therapy session notes and emotional well-being information
 - GP and school details (if relevant)
 - Signed consent forms from parents/guardians or the child (if competent)
 - Information from other professionals involved in the child's care (e.g., schools, social workers, GPs), only with consent
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2. Why I Collect This Information

I use this information to:

- ✓ Provide safe and effective art therapy
- ✓ Communicate about therapy sessions
- ✓ Keep confidential therapy records
- ✓ Follow legal and safeguarding rules
- ✓ Process payments securely

⊘ I do NOT use personal data for marketing.

3. How I Collect & Store Data

How Data is Collected

- 📄 Forms, emails, phone calls, and therapy sessions
- 👉 Other professionals (e.g., GP, school, social workers) — only with consent

How Data is Stored

- 🔒 Secure electronic records (encrypted & password-protected)
 - 📁 No paper records kept
 - ✉️ Emails encrypted and protected
 - 📝 Therapy notes kept minimal and stored securely
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4. Confidentiality & When Information is Shared

Everything shared in therapy is **private** unless:

● **A child or young person is at risk of harm** — I must report this for safety reasons.

⚖️ **Court orders** require me to share information.

👥 **Professional supervision** — I may discuss anonymized cases with a supervisor to ensure best practice.

✓ **With your permission** — I may share relevant information with GPs, schools, or social workers.

5. Informed Consent for Children & Young People

☀️ **Children & Young People deserve privacy in therapy.**

👤 **Under 16s:** Parents/guardians must give consent, but children who understand therapy (Gillick Competent) may also give consent.

👤 **Over 16s:** Can consent themselves unless legally decided otherwise.

🏠 **Looked After Children:** Consent must come from the child's social worker.

Parental Involvement

💬 Parents get general progress updates but not session details (unless there is a safety concern).

👤 Joint parent-child sessions can be arranged when helpful.

6. Client Artwork

🎨 **Artwork created in therapy is private.**

✓ Stored securely and not shared without consent

✓ Digital copies (if taken) are encrypted

✓ Artwork is returned at the end of therapy or securely destroyed

6.1 Anonymized Artwork for Teaching & Research

Occasionally, **artwork without names** may be used for teaching, presentations, or research. It will NEVER be linked to a client.





7. How Long Data is Kept

- **Therapy records (Adults):** Kept for **8 years** after therapy ends.
 - **Therapy records (Children):** Kept until they turn **26 years old**.
 - **Enquiries (no therapy started):** Deleted after **3 months**.
 - **Securely destroyed** after the retention period.
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8. Complaints & Concerns

 **Contact me directly:** marcela@soh-artpsychotherapy.co.uk

If unresolved, you can contact:

- **Health & Care Professions Council (HCPC)**
 0303 123 1113 |  [hcpc-uk.org](https://www.hcpc-uk.org)
 - **Information Commissioner's Office (ICO) (for data concerns)**
 0303 123 1113 |  ico.org.uk
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9. What Happens in a Data Breach?

If data is accidentally lost or accessed:

- ✓ I will assess the risk immediately.
 - ✓ Affected clients will be informed.
 - ✓ Serious breaches will be reported to the **ICO within 72 hours**.
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10. Website & Cookies

If my website uses cookies, I will provide a **Cookie Policy** explaining how they work.

11. Policy Updates

This policy may be updated. The most recent version will always be available upon request.

 **Last updated: 15/03/2025**
