

Data Storage and Use information

- 1. Storage of Personal Health Records:** Minimal confidential paper records are kept and stored in a locked cupboard.
- 2. Accessing your Personal Health Records:** You can access your own records on request. We would do this at a meeting with you. You can have a copy of your full record but there would be a charge.
- 3. Retention of your Personal Health Record:** We will retain your records for 6 years after our last contact with you, unless you were under 18 when you left treatment, in which case records are stored until your 25th birthday. Your records will be shredded for confidential disposal.
- 4. Sharing information about your clinical care:** We will ask for your consent to share information with other professionals involved in your care eg. your GP. We will ask if you would like copies of letters. If a health professional perceives a risk of harm to you or others due to your mental state, there is an obligatory duty of care to disclose information to others who are in the best position to minimise the assessed risk eg. GP, key worker, Social Services, or the Police.
- 5. Therapy process notes:** The therapist keeps notes to support the process and progress of therapy. These are stored in a locked cupboard. These notes will be shredded for confidential disposal at the end of your course of treatment.
- 6. Audio recordings:** Recordings can be helpful for you to listen to again. They are also helpful for us to share with our clinical supervisors to ensure high quality therapy. We will encourage you to record therapy sessions yourself on your phone. We will ask for your consent to make recordings. If kept, recordings will be uploaded to *Dropbox* for sharing and deleted after the use for which you have consented.
- 7. Email communication:** We will ask for your consent to use email to communicate with you. We use google mail to provide our email service. Using email entails retention of emails on a server.

Policy informed by the following guidance and law:

- 1. General Medical Council Confidentiality: good practice in handling patient information** Published January 2017 <https://www.gmc-uk.org>
- 2. Scottish Government Records management: NHS code of practice (Scotland) version 2.1** January 2012 <http://www.gov.scot>
- 3. General Data Protection Regulation (GDPR), in the UK Data Protection Act 2018**