



## Arts Stream

### Privacy Policy/ Data Protection

I am registered with the Information Commissioner's Office (ICO) and I abide by the General Data Protection Regulation (GDPR). This means that I need to tell you what personal data I am collecting from you and how I process it. Please see the details outlined below:

#### WHO IS ARTS STREAM?

- Arts Stream is ran by myself, Kayleigh Ditchburn; providing mental health services and art workshops.
- I work 1:1 and in small groups, both in Art Therapy and art workshops.
- I am responsible for data processing & data control.

#### WHAT INFORMATION I COLLECT FROM YOU / ABOUT YOU

In line with the principles of GDPR, I aim to record as little personal information about you as possible. Your personal data collected includes:

- Name, date of birth, address, phone number, email address.
- Dates of contacts, appointments and attendances.
- A record of the information provided, including; life events, family and medical history, etc.
- Brief session summary.
- Contact details of your next of kin and professionals responsible for your welfare (GP, Social Worker, etc.).

#### REASONS WHY I COLLECT THIS INFORMATION FROM YOU

- To establish clear understanding of your life circumstances, views, interests and needs.
- To provide you with the as effective service possible.
- To keep you safe.
- To meet the legal obligations.

#### HOW YOUR DATA IS COLLECTED:

- During referral: email, directory website, website, telephone, letter, etc.
- From the initial consultation.
- From each art therapy session.
- From each art workshop.



- Artwork created in the sessions.
- Correspondence between the sessions.
- Through telephone, messages and emails.

#### **HOW & WHERE IS THIS INFORMATION STORED?**

- Electronically: In files on encrypted memory sticks – under lock & key.
- Details about codes / references to you: I will be using unique individual codes, which you will be given on your contract & invoices to anonymise you.
- Contact details will remain on my phone, I will be working from the USB to my desktop during the working day & your clinical notes will be saved back onto the encrypted USB.
- Artworks – Artwork will be saved.. Electrical copied will be in a file on an encrypted USB.

#### **HOW CAN I ACCESS THIS INFORMATION YOU HOLD ABOUT ME?**

- Everyone has the right to access any data held, and as Therapists I have to comply to show it within 30 days of the request.
- I can provide this information via email.

For further information on your individual rights please go to <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

#### **HOW LONG DO I KEEP HOLD OF THIS INFORMATION?**

- The data will be retained in a separate encrypted password protected system for 7 years after the completion of the therapy
- Children – I am required to keep info on children until they are 25 years old.

#### **HOW & WHEN WILL I DISPOSE OF THE INFORMATION?**

- I will dispose of electronic notes by putting them into my desktop recycling bin and then permanently deleting them from there.
- The agreement would be for you to take your Artwork with you/ dispose once our Therapy has ended. I will keep the artwork for a max 2 sessions after, unless we have agreed otherwise and dispose of the artwork by bin/shredding.



## ONLINE:

- If we see each other online, I use Doxy.me as a secure platform for videocalls. You can read Doxy.me [GDPR policy here](#).
- Our meeting link will not contain any identifiable information. You do not need to have an account to join the zoom meeting.

## DATA SHARING

Please note that I will never share your data with any third party without your request or consent, except in statutory safeguarding cases. There are limited circumstances in which I might also need to share your information which could include:

- In the case of any unforeseen incident occurring that would prevent me from contacting you, I have instructed a colleague (Bisha Mistry – HCPC registered art psychotherapist) to access my active client file (with your name and email address - only), so that you would be informed of the situation.
- with the relevant authority such as the police or a court, if necessary for compliance with a legal obligation to which I am subject e.g. a court order.
- with the police or a local authority for the purpose of safeguarding children or vulnerable adults.
- with my regulatory body HCPC, my insurance provider and/or solicitor in the event of a complaint, claim, investigation or legal proceedings being brought against me.
- Clinical supervision is essential for the safe delivery of therapy. I discuss my clinical work with an experienced clinical supervisor. Identifiable information is not shared as part of this meeting.

## FINANCIAL DATA

- I keep financial information including bank statements for 7 years as advised by HMRC.
- Please be aware, as a self-employed art therapist, invoices are evidence of my income and these must be declared to HMRC annually.

## YOUR RIGHTS

Please note that you have the rights:

- To have data about you deleted.
- To have inaccurate personal data corrected.



- To object or restrict the data being processed by legitimate interest.
- To object to decisions being taken by automated means.
- To request the data to be transferred to another organisation by legitimate interest.
- To request to access your personal data and information about processing of it

## ICO

Kayleigh Ditchburn is registered with the Information Commissioner's Office [www.ico.org.uk/register](http://www.ico.org.uk/register) as the data controller for **Arts Stream** (reference ZA804628). If you have any concerns about how I am handling your data, then please contact the ICO quoting this reference for further advice on how to query or complain.