**The Small Studio - Art Psychotherapy - Data Protection and Privacy Policy**

This Data Protection and Privacy Policy is in regard to data protection laws and regards the information that is both requested by The Small Studio and that which emerges as a result of the therapeutic service that it provides to you, the client.

**Who we are**

* Sarah Edmonds is the sole practitioner at The Small Studio
* The Small Studio offers Art Therapy to school aged children through to adults
* Sarah Edmonds is solely responsible for the processing of data and its control

**What information we collect from you/about you?**

* Your contact details
* An emergency contact name and telephone number
* Relevant life details which may support your treatment plan e.g. medical history, family set up, bereavements or losses, personal and emotional challenges etc
* Therapist’s clinical notes throughout treatment and in relation to research/further referencing undertaken, to aid, support and enhance the work
* When and where relevant, information may be requested from other professionals who may have had interactions with yourself, only where necessary, e.g. Psychologists, Speech Therapists, GPs etc

**Reasons why we collect this information from**

The above information is collected to support and inform my work, which in turn is to directly support yourself. It also allows me to appropriately communicate throughout your treatment.

**Who might this information be shared with and why?**

Due to the confidential nature of working in therapy, sharing any information is kept to an absolute minimum, on a strictly need to know basis. Circumstances where sharing might or will be necessary are as follows:

1. I am legally required to receive comprehensive supervision to support my work. At all times, shared information and artwork, will be anonymised - client confidentially is paramount, at all times
2. If I believe that you are at risk of harm, or there is a risk of harm to others or any safeguarding concern, I am legally required to report this to the relevant organisation. If it is possible, I will always try to discuss this with you first
3. If I am required by law, to disclose aspects of our work

**Is the information used for any other reasons than detailed above?**

I would like to reassure you that your information will never be used for anything other than a vital supplementary aid to the therapeutic work and practically, as a means of contacting you where necessary.

**How and where is the information stored?**

* All of my work is held digitally; I store information on encrypted storage devices, which are also password protected and housed securely in a wall mounted metal storage box, under a locked combination code
* All clients are given an anonymised code, and these codes are used for the duration of the therapeutic alliance
* Client artwork is housed at my studio and is subject to approved insurance safety measures
* Access to sarah@thesmallstudio.co.uk is either password and/or biometrically protected

**How can I access the information that you hold about me?**

If a need should arise to access theinformation that The Small Studio holds about yourself, I would ask that you put this in writing. More guidance on this can be found here: [**https://ico.org.uk/for-the-public/getting-copies-of-your-information-subject-access-request/**](https://ico.org.uk/for-the-public/getting-copies-of-your-information-subject-access-request/)Under current UK law, The Small Studio has up to 30 days of your written request to provide you with the information that is held about you.

**How long do we keep hold of this information?**

Artwork is kept securely throughout the duration of the therapy. When our sessions come to an end it is your decision as to whether or not, you take your artwork away. This is an important part of the work together. Any artworks not taken home, for any reason, will be held for one calendar month after the last session, before being confidentially disposed of. Any photographs of the artwork will be stored digitally on a confidential and secure device and deleted one calendar month after the last session, unless you have given your consent for them to be used anonymously for the purpose of training, education, research or publication. I am obliged to keep brief written records of the themes of each therapy session. These will be securely, digitally stored and are fully compliant with the General Data Protection Regulation (GDPR). Records at the end of therapy are kept for six years, at which point, they are confidentially deleted.

**What happens in the event of a data breach?**

Please be reassured that I take all the sensible precautions to keep your data and information safe. However, in the highly unlikely event of a data breach, The Small Studio has a duty to inform you and the ICO within 72 hours it’s occurrence.

**ICO**

Sarah Edmonds is registered with the Information Commissioner’s Office <https://ico.org.uk/> as the data controller for The Small Studio. If you have any concerns about how we are handling your data, then please contact the ICO quoting **ZA823961** for further advice on how to query or complain. You can find the The Small Studio’s ICO certificate here: <https://ico.org.uk/ESDWebPages/Entry/ZA823961>

**Statement of consent**

I, the undersigned, acknowledge that I understand and accept all of the above statements of The Small Studio’s Data Protection and Privacy Policy and that I give my full consent for Sarah Edmonds to hold and store personal information relating to myself. I understand that I can withdraw this consent at any time by notifying The Small Studio in writing.

Name: Date of Birth:

Address:

Telephone Number:

Signed: Date:

(Please type your initials if emailing and this will count in lou of a physical signature)

Signature of Art Therapist: Date: