**You can find my full list of Policies and Procedures on my website. I can also provide you with a hard copy of these upon request.**

W**hat is the General Data Protection Regulations, 2018 (GDPR) and how does it affect me?**

The GDPR replaces the 1998 Data Protection Act to ensure your personal and sensitive, confidential data is kept private and held securely, being processed in the way that you have agreed to. It is there to protect your rights as a consumer of a service or product that might involve your identifiable data, e.g. your name and address or whether you have a specific condition. It also covers any session records, text messages or emails we exchange. For more information your can read the policy documents accessible via the website at: .

**How long will you hold my information for?**

Your records will be kept for three years from the termination of our work together. They will be deleted in the January after the above retention scales.

**What if I don’t want my records to be held for that long?**

Under the GDPR you can make a request in writing to me, for all your records to be deleted. In this case all your paper records would be shredded with a cross shredding machine and any electronic data such as emails or text messages would be permanently deleted from the devices they are stored on. I would have to save the request for deletion you made but would not save any other data. In some circumstances my insurance companies legal team may want to verify information I process.

**Why do you need to record this information?**

I collect information about; why you are using the service, a small amount of medical information and a small amount of information about your important others, alongside brief session notes. This information enables me to provide a high quality service to you, ensuring I am equipped with the knowledge of our previous discussions prior to each session. Your contact details / address and Doctors details will only be used with your explicit consent. See consent form below.

**What lengths are made to ensure my information is held securely?**

Hardcopy documents – Are all stored in a locked cabinet in a locked room.

Text messages – My work phone is secured with a pin code.

Emails – My email account requires a user name and password.

Email attachments – Any attachments sent by email to you containing your personal information would be password protected and the password would be sent to you via text message.

Electronic documents – Any electronic documents e.g. A letter to your GP, or an invoice, are password protected and stored on a password protected computer if they contain personal or sensitive information.

**What if I see you outside of the session?**

If we see each other outside of a session I may smile but will not engage in any further conversation to ensure your confidentiality. You are welcome to share with other people about the therapy you are receiving, but I am obligated by GDPR law to ensure your confidentiality is protected. I would request that in order to ensure the success of your treatment, that you refrain from discussing your treatment with me outside of your sessions.

**What about other Health and Social Care Professionals?**

As I adhere to the GDPR any contact, relating to you, with other health care professionals would only be made with your signed consent. E.g. If I were to write to your GP to notify them of your treatment with me, and then notify them of the treatment ending, I would only do this if you were to sign the specific consent for this at the end of this document.

Exceptions:

In order to safeguard you and the people around you, if you were to disclose that you were going to carry out harm to yourself or someone else, then under my “Duty of Care” I am obligated by law to inform the relevant authorities. This is to support you to live well, and I would always aim to discuss this with you prior to contacting anyone. More information is contained in my contract. If I was issued with a police warrant or court order for your information, by law I would also have to provide them with your information.

**Useful** **Links**

Hint: Press the ctrl key on your keyboard and click down with the mouse button to be taken directly to the video. Alternatively, you can copy and paste the link into your web browser.

* **GDPR for Therapists Facebook group.** <https://www.facebook.com/groups/181945935763249/>
* **Register with the Information Commissioners Office here:** https://ico.org.uk/registration/new currently £35-£40 for small organisations for 12 months
* **GDPR original document from The Official Journal of the European Union**: <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN>
* **Information Commissioners Office Guide to GDPR:** https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr
* **ICO Data Protection webinar for small health care organisations**: https://ico.org.uk/for-organisations/resources-and-support/webinars-and-podcasts/
* **Free eLearning module provided by ICO:** http://webarchive.nationalarchives.gov.uk/+/http://nationalarchives.gov.uk/information-management/training/responsible-for-information-smes/
* **Checklist to ensure you are GDPR compliant:** https://ico.org.uk/for-organisations/resources-and-support/data-protection-self-assessment/
* **Useful eBooklet on how to protect yourself from data breaches:** <https://ico.org.uk/media/for-organisations/documents/1575/it_security_practical_guide.pdf>
* **Data Protection Act (2018):** http://www.legislation.gov.uk/ukpga/2018/12/pdfs/ukpga\_20180012\_en.pdf

**Please Read This Document Carefully**

The frequently asked questions and related answers in this document establish the terms and conditions for treatment at Tania Taylor Hypnotherapy.

Please ensure that these terms and conditions are fully accepted by you prior to attending subsequent appointments. If you feel you would require a change to your terms and conditions, please speak with me prior to our second session.

**Signed Consent** (in line with the new General Data Protection Regulations (2018))

*As the processing of your personal data is required to enable me to provide you with a service, I do not require consent from you to hold your information securely or to provide you with this service, but will take this opportunity to assure you I adhere to all laws and procedures relating to data protection (Article 9,paragraph 2, (h) of the GDPR) and will only use your data to provide you with this service and for any further reason you explicitly consent to below.*

**I, the client, consent to you contacting my GP as a courtesy, to inform them of the treatment I am receiving and why, and to update them when my treatment has ceased**. This will also provide your GP with an opportunity to get in touch should this treatment not be suitable for you.

**Signed…………………………………………………………………………Date……………………………………………**

Please tick and sign below to confirm you consent to contact from Tania Taylor Hypnotherapy for the purpose of;

**evaluation of service ☐ newsletters ☐ promotional offers ☐**

Please tick to confirm what formats you agree for Tania Taylor Hypnotherapy to contact you with:

**Text ☐ Phone call ☐ Email** **☐ WhatsApp ☐ Zoom ☐**

**Signed…………………………………………………………………………Date……………………………………………**

Your privacy and confidentiality are important, and Tania Taylor Hypnotherapy will never use your information for any purpose other than that to which you have explicitly consented to above. ***You may withdraw consent at any time by getting in touch via 07442 169033 or*** [***Tania.Taylor@live.co.uk***](mailto:Tania.Taylor@live.co.uk)

**I have discussed, and been provided with access, to the GDPR Policies and Procedures for Tania Taylor Hypnotherapy.**

**Signed…………………………………………………………………………Date……………………………………………**

* ***Remember that the client should be able to return this form to you without having signed anything and still receive the service.***
* ***The pink highlighted section is what you must have in place and signed before contacting your clients GP. You can change the word GP to any other health professional you may share information with on behalf of your client (each professional you share information with must have a separate paragraph and separate place for a signature of consent/or tick box. You must only share information with your clients explicit signed consent unless there is a safeguarding concern (as mentioned in the FAQs document you provide to your clients). If you do not contact anyone else about your client then you do not need to include this in your consent form.***
* ***The yellow highlighted section is optional and is not something I use.***
* ***You must also include any third party services you will share your clients data with if they consent to be communicated with, e.g. GoDaddy or MailChimp for newsletters. OR any research you partake in.***
* ***If a child is your client, you will need to contact your insurance to ask specifically what type of consent they require. Many insurance companies DO want you to ask for consent from the child’s parents to store their personal and sensitive data, regardless of Article 9 of the GDPR.***

**References for GDPR CPD content**

**Helpful hint: Press ctrl on your keyboard and click your mouse to be taken directly to the links destination.**

**What is GDPR**: https://ico.org.uk/for-organisations/business/guide-to-the-general-data-protection-regulation-gdpr-faqs/

**New requirements**: https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/accountability-and-governance/documentation/

**New requirements**: https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/accountability-and-governance/data-protection-officers/

**Personal and sensitive data**: <https://ico.org.uk/for-organisations/business/guide-to-the-general-data-protection-regulation-gdpr-faqs/>

**Secure information**: https://ico.org.uk/media/for-organisations/documents/1575/it\_security\_practical\_guide.pdf

**Policies and procedures overview**: https://ico.org.uk/for-organisations/business/guide-to-the-general-data-protection-regulation-gdpr-faqs/

**Policies and procedures overview**: https://www.cnhc.org.uk/sites/default/files/Downloads/CodeofConductEthicsandPerformance.pdf

**Consent**: https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/consent/

**Consent**: <https://ico.org.uk/media/about-the-ico/consultations/2013551/draft-gdpr-consent-guidance-for-consultation-201703.pdf>

**Penalties**: <https://ico.org.uk/for-organisations/business/guide-to-the-general-data-protection-regulation-gdpr-faqs/>

**Registration with ICO and Payment Structure**: <https://ico.org.uk/media/for-organisations/documents/2258205/dp-fee-guide-for-controllers-20180221.pdf>

Cited throughout – The Journal of European Law, **General Data Protection Regulations**: <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN>

Cited throughout – **CNHC Code of Ethics, Conduct and Performance**: https://www.cnhc.org.uk/sites/default/files/Downloads/CodeofConductEthicsandPerformance.pdf