



Ed Elf Child Therapy Ltd. Privacy Notice/ Data Protection Policy 2022

For children under the age of 18, parents and carers will be asked for consent to provide any information required, and for the gathering of information from or sharing information with other professionals. For children aged 16-18 their consent will also be obtained and for children under 16, they will be informed and asked for their opinion.

Client records will be kept safely and in good condition for eight years from the date of the client's last session, until his or her 25th birthday, or 26th birthday if the client was 17 when the treatment ended.

The categories of children's information that Ed Elf Child Therapy Ltd. might process includes (where appropriate and necessary for assessing and providing treatment):

- personal identifiers and contacts (such as name, unique reference number, date of birth, contact details and addresses, next of kin, parental responsibility)
- Special characteristics (such as ethnicity, language, religion and sexual group, gender identity or sexual orientation) where relevant and appropriate
- safeguarding information (such as court orders and professional involvement, safeguarding concerns and actions, interventions and outcomes)
- special educational needs (including EHCPs and Statements, review meeting notes, Educational Psychology Reports)
- medical and administration (such as GP details, physical & mental health information, dental health, incidents of significant allergies, phobias, and self-harm, suicide ideation and risk, medication and dietary requirements, Individual Health Care Plans and Health Risk Assessments from other professionals as appropriate)
- school attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended, correspondence relating to absence, interventions, referrals to other agencies)

- behavioural information (such as school exclusions and any relevant alternative provision put in place, police intervention, and needs-related behaviours such as triggers and responses, behaviour disorders)
- catering and dietary needs; information pertaining to Eating Disorders
- Other related risk assessments and risk reduction plans

Parents and Carers : What information might Ed Elf Child Therapy Ltd. process in relation to you?

Ed Elf Child Therapy Ltd. may collect, hold, share and otherwise use (as above) the following information about you:

- personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details and relationship marital status)
- your relationship to your child, including any Court orders that may be in place

Ed Elf Child Therapy Ltd. will not require special categories of data for parents and carers such as gender, age, ethnic group, sex or sexual orientation, religious or similar beliefs, information about health, genetic information and biometric data. These types of personal data are subject to additional requirements.

Why Ed Elf Child Therapy Ltd. collects and uses personal data and related information

- a) to support assessments and treatment planning, and reviews
- b) to monitor and report on progress
- c) to provide appropriate duty of care
- d) to assess the quality of Ed Elf Child Therapy Ltd. services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the CNHC Code of Conduct, Ethics and Performance

Also where Ed Elf Child Therapy Ltd. are required by law, including:

- g) To provide reports and other information required by law in relation to the safeguarding of your child
- h) To raise or address any concerns about safeguarding
- i) To Government agencies including the police if requested
- j) To provide or obtain additional services including advice and/or support for your family
- k) Where the law otherwise allows us to process the personal data as part of our functions or we are carrying out a task in the public interest, including:
 - l) To communicate matters relating to your child
 - m) To safeguard you, our clients and other individuals
 - n) To enable payments to be made by you to Ed Elf Child Therapy Ltd.
 - o) To ensure the safety of individuals during treatment
 - p) To aid in the prevention and detection of crime during treatment

Why does Ed Elf Child Therapy Ltd. use special category personal data?

Ed Elf Child Therapy Ltd. may process special category personal data in relation to you for the following reasons:

Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with the CNHC Code of Conduct, Ethics and Performance.

Where the processing is necessary in order to ensure your health and safety, including making reasonable adjustments for any disabilities you may have.

Where we otherwise have your explicit written consent.

There may also be circumstances where Ed Elf Child Therapy Ltd. needs to use your information in relation to legal claims, or to protect your vital interests of those of your child, and where it is not possible to seek your consent.

Failure to provide this information

If you fail to provide information to Ed Elf Child Therapy Ltd. we may be prevented from complying with our legal obligations.

How Ed Elf Child Therapy Ltd. collects information

Prior to treatment there is a process of information gathering and assessment:

- 1) Initial enquiry via the website, social media, or by direct contact and initial note taking
- 2) Initial formal Consultation and Medical Form
- 3) Consent to Treatment and Confidentiality form

How Ed Elf Child Therapy Ltd. stores information

Storage of client records – while Ed Elf Child Therapy Ltd. are practising:

a The 'eight years' requirement is in line with those that cover general NHS hospital records and other forms of health records. The reason for this is to make sure that the client can have access to their recent health records and to protect Ed Elf Child Therapy Ltd. if any complaints are made.

Storage of client records – when Ed Elf Child Therapy Ltd. have finished practising:

a Ed Elf Child Therapy Ltd. are responsible for making sure that client records are kept safe when we finish practising or in the case of death, by making provision in a will for the safe storage of clients' records. These can then be released to a client or their legal representative on production of the written authority of the client

When Ed Elf Child Therapy Ltd. close our practice, we will publicise the arrangements made to keep the records safe so that clients know how to obtain their records if they want to.

Requesting access to your personal data

1. The General Data Protection Regulation 2016 (Article 15)

<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN>

Under data protection legislation, parents and carers and children have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Evalynne Charmer, Dip. Hyp (Paediatrics) by email evalynnecharmer@outlook.com

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and

- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way Ed Elf Child Therapy Ltd. are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact evalynnecharmer@outlook.com Tel 01482 873371

