



Privacy Policy - Record Keeping & Retention Policy

Records are kept in line with the GDPR and the Data Protection Acts.

I will retain records for a period of 7 years after the last date of service delivery.

Information of this policy is included in the Client/Therapist Contract.

Paper originals are only kept of signed documents ie., Contract and Privacy Policy Document. Such documents are held in a locked cabinet in the therapist's office.

In the event of the Therapists' incapacitation or death, records will be destroyed by shredding.

Records on computer are kept concise and to the point and respectful of the client's confidentiality. They are password protected.

In the event of damage to records (e.g. fire, systems breakdown etc.) Vital information will be regathered (eg., name of NOK) if sessions are still active. A summary of recalled information will be made with immediate effect.

Any personal data breach detected will be reported and investigated.

I declare that I have read and understand the contents of this Privacy Policy.

Signed
(Client)

Date:

Signed.....
(Therapist)

Date:

