**Data Protection Policy**

**Introduction**

Tina Chipman at CBT Consultations needs to gather and use information about individuals in order to provide psychological assessment and therapy. This information is gathered and retained as required to fulfil our contract with you or because there is a legitimate interest in our needing to collect this information (e.g. so that we can communicate with you directly about the services we are providing to you). Individuals can include clients, referring organisations, agencies and statutory organisations.

This policy describes how personal and sensitive data is collected, handled and stored (if you contact us or when we contact you) to meet data protection standards. This information collected is used in accordance with all laws concerning the protection of personal data, including the Data Protection Act (1998) and the General Data Protection Regulation [GDPR] (2018). As per these laws, Tina Chipman is the data controller; if another party has access to your data we will tell you if they are acting as a data controller or a data processor, who they are, what they are doing with your data and why we need to provide them with the information.

If your questions are not fully answered by this policy, please contact the Data Protection Officer at CBT Consultations; Tina Chipman by email on admin@cbt-consultations.co.uk. If you are not satisfied with the answers from the Data Protection Officer, you can contact the Information Commissioner's Office (ICO) [https://ico.org.uk](https://ico.org.uk/)

Tina Chipman, who is responsible for data protection is committed to the protection of all personal and sensitive data for which responsibility is held as the Data Controller and the handling of such data in line with data protection principles as specified by the UK Data Protection Act (1998) and updated by the GDPR (2018).

Changes to data protection legislation shall be monitored and implemented to remain compliant with all requirements.

**Notification**

The data processing activities of Tina Chipman are registered with the Information Commissioner’s Office (ICO) as required of a recognised Data Controller. Details are available from the ICO:

<https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/>

Changes to the type of data processing activities being undertaken shall be notified to the ICO and details amended in the register.

**Personal and Sensitive Data**

All data within the control of Tina Chipman shall be identified as personal, sensitive or both to ensure that it is handled in compliance with legal requirements and access to it does not breach the rights of the individuals to whom it relates.

The definitions of personal and sensitive data shall be as those published by the ICO for guidance: <https://ico.org.uk/for-organisations/guide-to-data-protection/key-definitions/>

The principles of the Data Protection Act shall be applied to all data processed:

1. Processed fairly and lawfully
2. Obtained only for lawful purposes, and is not further used in any manner incompatible with those original purposes
3. Accurate and, where necessary, kept up to date,
4. Adequate, relevant and not excessive in relation to the purposes for which it is processed
5. Not kept for longer than is necessary for those purposes
6. Processed in accordance with the rights of data subjects under the DPA
7. Protected by appropriate technical and organisational measures against unauthorised or unlawful processing and against accidental loss, destruction or damage
8. Not transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection of the personal information

Breaches of personal or sensitive data shall be notified immediately to the individual(s) concerned and the ICO.

**Privacy Notice**

Tina Chipman aims to be transparent about the intended processing of data and ensure that individuals are aware of how their data is being used and how to exercise their rights under the GDPR. This information is available in the privacy statement.

The intention to share data relating to individuals to another organisation shall be clearly defined within notifications and details of the basis for sharing given. Data will be shared with external parties in circumstances where it is a legal requirement to provide such information.

Guidelines are available on the ICO website [https://ico.org.uk/for-organisations/guide-to-data-protection/privacy-notices-transparency-and-control](https://ico.org.uk/for-organisations/guide-to-data-protection/privacy-notices-transparency-and-control/)

Any proposed change to the processing of individual’s data shall first be notified to them.

**Data Access Requests (Subject Access Requests)**

All individuals whose data is held by Tina Chipman at CBT Consultations, have a legal right to request access to such data or information about what is held. Subject Access Requests (SARs) should be made in writing to the nominated Data Protection Officer, Tina Chipman, by letter or email (admin@cbt-consultations.co.uk). Responses to such requests made by individuals will be made within 30 days and will usually be processed free of charge. Verification of the identity of anyone making a SARS will be required before information can be shared.

Certain personal information may be withheld. In practice, this means that I may not provide information if I consider that providing the information will violate your vital interests.

**Data Storage and Security**

Data which is stored on paper (e.g. case notes, letters, printouts of emails), will be kept in a secure, locked filing cabinet when not required and will not be accessible to unauthorised personnel.

Data printouts and data stored on paper will be shredded and disposed of securely when it is no longer required and/or has reached the end of the data retention period (see Data Retention and Disposal section below).

Data which is stored on removable media, such as CD or DVD, will be kept in a secure, locked filing cabinet when not being used.

Data which is stored electronically is protected from unauthorised access by the use of strong passwords which are not shared. Electronic data will be stored in designated drives and servers which meet acceptable security standards, and all computers and servers containing such data will be protected by approved security software and a firewall. Regular checks will be performed to ensure security hardware and software is functioning properly.

Electronic data will be backed up regularly and these backups will be tested regularly, in line with standard backup procedures. Where data is uploaded to cloud computing services, these will be compliant with GDPR.

Security of data shall be achieved through the implementation of proportionate physical and technical measures.

The security arrangements of any organisation with which data is shared shall also be considered and these organisations will be invited to provide evidence of the competence in the security of shared data.

**Data Use and Security**

All data covered by this policy as confidential and only access that which is required for their work. When access to confidential information is required, this will be requested from the nominated Data Protection Officer, Tina Chipman.

All data will be kept secure by following sensible precautions and following the guidelines of this policy. Requests for clarification and help should be made to the nominated Data Protection Officer.

Access to and updating of personal data will always be from the central copy of any data.

Personal and sensitive data will not be shared informally, either by telephone or email, unless consent of the client has been obtained.

Personal and sensitive data shared formally, either by spoken or written communication, will be done only with the explicit consent of the client (and or parent/guardian for minors aged under 16 years). Data will be encrypted before being transferred electronically.

In certain circumstances, such as safeguarding concerns, the Data Protection Act (1998) allows for personal data to be disclosed to other professional and law enforcement agencies. Under these circumstances Tina Chipman is legally obliged to disclose such data.

**Data Accuracy**

Tina Chipman will take reasonable steps to ensure personal and sensitive data is kept accurately and is up to date. Data will be held in as few places as necessary.

Clients will be encouraged to update the personal information Tina Chipman holds about them. If you contact the Data Protection Officer additional verification may be required to say that you are who you say you are to process this request.

**Data Retention and Disposal**

Tina Chipman recognises that the secure disposal of redundant data is an integral element to compliance with legal requirements and an area of increased risk.

All data, paper or electronically held, will be destroyed or eradicated after a period of 6 (six) years.

Policy operational on: 6th April 2018

 Policy review date: 5th April 2020