

Wandsworth Association of Psychotherapists

GDPR PRIVACY POLICY

- The General Data Protection Regulation (*GDPR*) is concerned with the personal information about you that Wandsworth Association of Psychotherapists (WAP) collects, stores, and shares.
- WAP has a strong professional and ethical commitment to protecting clients' privacy and confidentiality.
- The point of contact for any questions or concerns around our GDPR policy is Marianne Kolbuszewski at Wandsworth Association of Psychotherapists

PERSONAL INFORMATION WE WILL COLLECT FROM WAP WEBSITE CONTACT FORMS

- Your name
- Your email address
- Your phone number
- The nature of your enquiry

PERSONAL INFORMATION WE MAY COLLECT FROM TELEPHONE CONTACT AND / OR DURING THE COURSE OF YOUR THERAPEUTIC TREATMENT

- Your name
- Your email addresses
- Your phone numbers
- The nature of your enquiry
- Gender (or preferred identity).
- Religion / Ethnicity / Country of birth
- Sexuality
- Date of birth.
- Relationships and family (past and present).
- Occupation and education.
- Home address
- Previous experience of mental health treatment / diagnosis.
- Doctors name and contact details
- Medical conditions.
- Prescribed medication.
- Difficulties.
- Session summaries.

HOW WE WILL STORE YOUR PERSONAL INFORMATION

- Personal data, contact details, and clinical notes are kept for 7 years following the end of your therapy or contact with WAP and then securely destroyed.
- Paper notes will be securely filed in a locked filing cabinet (or equivalent).
- Notes may be kept on a secured personal laptop or personal computer or another electronic device. The device will require passwords to access both the therapist's main account and to access

your individual information. Electronic devices will be checked regularly for viruses and the therapist will take every reasonable precaution to protect your personal information.

- None of your personal information is stored on our website, other than to momentarily collect & send it to our email accounts for the purposes of initial contact.

HOW WE MAY PROCESS/SHARE YOUR PERSONAL INFORMATION.

Your contact details and personal information will never be shared with outside parties apart from the exemptions below.

Finding the best therapist in our team

- Following assessment, a lead therapist at WAP will direct you to the most appropriate therapist within our team based on your location, availability and needs, and pass on personal details and clinical assessment notes to that therapist with your permission.
- If you contact a therapist within the WAP team and they are unable to help you, they may also advise on another suitable therapist or form of support and forward your details with your permission.

Supervision

- In compliance with our accrediting organisations (UKCP, BACP), all the therapists at WAP are required to attend regular supervision sessions with a suitably qualified clinical supervisor. Although aspects of your case will be discussed, your full name and contact details will not be revealed. All our therapeutic supervisors are bound by similar confidentiality and GDPR policies.

Therapeutic Will

- All WAP therapists are required to have a therapeutic will. In the event of your therapist's death, hospitalisation or indisposition, the Therapeutic Executor will make contact to inform you of the situation and advise you of your options.

Breaking Confidentiality

- If we believe your, another person's, or group of people's safety is at significant risk, we may contact the appropriate authority without your permission. This includes your doctor, the emergency services and the mental health crisis team.
- We are also required by law to pass on information relating to acts of terrorism and ongoing abuse of a minor or vulnerable adult. We will always attempt to gain your permission before breaking confidentiality in these instances; however we retain the right to do so without your consent.

ERASING YOUR INFORMATION

- All the information we hold about you will be held for a maximum of 7 years after your final session at WAP (or from the last point of contact if you choose not to go ahead with treatment), and then securely destroyed

Your rights

You have the following rights...

- To be informed what information we hold, via this document.
- To see the information we hold about you (free of charge for the initial request and for a reasonable administration charge thereafter).
- To rectify any inaccurate or incomplete personal information.
- To withdraw consent to our holding your personal information.
- To request that some or all of your personal information be erased (*though we can decline whilst the information is needed for us to practice lawfully & competently; and a request for erasure may compromise on-going therapeutic process to the extent that the therapy might be terminated*).