

Katy Dunne Dance Therapy Data Protection Policy

This notice is in regard to data protection laws, and is regarding information that is both requested by Katy Dunne Dance Therapy and that which emerges as a result of the community dance class, workshop or dance movement psychotherapy service that we provide to yourself and or the child / young person you have parental responsibility for.

WHO WE ARE

Katy Dunne Dance Therapy provides dance movement psychotherapy to children, young people, adults and groups. Katy Dunne Dance Therapy also runs community dance workshops and classes. Katy Dunne works on her own and is responsible for data processing and data control.

WHAT INFORMATION WE COLLECT FROM YOU / ABOUT YOU

Information collected is as follows in relation to dance movement psychotherapeutic work:

Contact details, if working with a child I will collect information and contact details of parents, carers and or guardians.

Contact details of the client themselves, if an adult or if they're over 14 and arrange therapy independently)

Relevant life data for both child and parent which may help to inform the psychotherapy treatment plan e.g. medical history, family set up, school history, bereavements or losses, personal and emotional challenges etc.

Therapists notes to have a basic record date and time and themes of current session.

When & where relevant, information may be requested from other professionals who have experience of your child / young person and the challenges they are facing e.g. teachers, SENCOs, educational psychologists, speech therapists, GPs etc.

Information collected is as follows in relation to community dance classes and workshops

Contact details of participant and contact emergency.

Information around mental health and physical health that they wish to share in order to keep safe during workshops and classes.

Mailing list

If you decide to sign up to my mailing list you will only be sent information about the services of Katy Dunne Dance Therapy and can unsubscribe at any point but emailing me and I will remove you from my list or by ticking unsubscribe located at the bottom of some of my group emails.

REASONS WHY WE COLLECT THIS INFORMATION FROM YOU

Why do you collect this info?

Katy Dunne Therapy collects this information to keep you as safe as possible, so we have the best understanding of your needs and can provide the best service to you. The information will help and support and inform the work and enables contact throughout the therapy period. In terms of mailing list in order to be able to keep you up to date with Katy Dunne Therapy services.

WHO WE MIGHT SHARE THIS INFORMATION WITH & WHY

Due to the confidential nature of the therapy service, sharing any information given is kept to an absolute minimum. Circumstances where sharing might / will be necessary are as follows:

It is a legal requirement for me to have Supervision, this is with an experience supervisor who Katy Dunne may take questions to regarding dance movement psychotherapy work. The supervisor will also maintain confidentiality.

If Katy Dunne had a safe guarding concern and my client was at risk Katy Dunne would have to break confidentiality, this would be explained to the client beforehand.

As part of a legal duty.

IS THE INFORMATION USED FOR ANY OTHER REASONS THAN DETAILED ABOVE?

Your information will never be used for anything other than a vital supplementary aid to the therapeutic work and as a means of contacting you when necessary.

HOW & WHERE IS THIS INFORMATION STORED?

In case of Dance Movement Psychotherapy work, your information will be stored in locked cabinet and the key will be stored away from the cabinet. Katy Dunne will hold basic information on her password protected computer such as name and emergency contact with no reference to the therapy in case of an emergency she can quickly contact your emergency contacts. Katy Dunne will be the only person who has access to the cabinet.

Dance Movement Psychotherapy clients will be given a code as a reference when being sent invoices so they are anonymised. Katy Dunne will hold the code and who they link to in her password protected computer with no reference to therapy.

In case of community dance work, Katy will hold registers on her password protected computer so she can easily access emergency contact details, and health information in case of an emergency during classes and workshops.

In case of Katy Dunne Mailing list, katy only holds name and email addresses on her password computer. Only Katy Dunne has access to her computer.

Katy Dunne will hold contact telephone numbers on her work phone.

In case of art work/ creative writing etc produced during therapy sessions Katy will store this in a safe place during your therapy and you will receive this when you have finished.

HOW CAN I ACCESS THIS INFORMATION YOU HOLD ABOUT ME?

You have the right to access any data held – and I will comply within 30 days of this request. as therapists we have to comply to show it within 30 days of the request either by email or in person.

For further information on your individual rights please go to <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

HOW LONG DO WE KEEP HOLD OF THIS INFORMATION?

I will keep this information for as long as the therapy is ongoing and or you are attending my dance classes and or you choose to be removed from my mailing list. I will then store your therapy details for a further 7 years.

If you decide you do not want to keep your art work/ creations due to limited space I will not keep hold of art work created for more than one month after you have completed your therapy.

HOW & WHEN WILL WE DISPOSE OF THE INFORMATION?

I will dispose of hand written notes by shredding and electronic notes by deleting all data from all places.

WHAT HAPPENS IN THE EVENT OF A DATA BREACH?

In the unlikely event of a data breach , I have the duty to inform you and the ICO within 72 hours.

Children and Young People's consent:

Katy Dunne dance therapy holds child and young people clients' needs at the heart of her work and aims to be as clear with them, respecting children's rights and boundaries. Katy explains to her child clients in appropriate language how she will store their details, and their art work and explain how it will all be kept safe and secure.

Sign up

If you become a client of parent of a client of Katy Dunne Dance Therapy you will be asked to sign a form to give your consent to this policy.

If you sign up to my mailing list to subscribe to information about my classes and workshops you have given consent for me to email you and store your email details.