

## PRIVACY POLICY

Written by Aisling Fegan, HCPC registered art psychotherapist, [accessarttherapy@gmail.com](mailto:accessarttherapy@gmail.com)

### The law

The Data Protection Act 1998 (DPA) defines **personal information** as any information that can be used to identify a living individual. Individuals can be identified by various means including their name, address, telephone number or email address for example. General data protection regulations (GDPR) came into effect on May 25th 2018. The DPA and GDPR require that all organisations that store personal information about people may only do so provided that the information is: processed lawfully, fairly and in a transparent manner; collected for specified, explicit and legitimate purposes; adequate, relevant and limited to what is necessary; accurate and, where necessary, kept up to date; Stored for only as long as is required and Processed in a manner that ensures appropriate security of the personal information.

### Access Art Therapy Statement

As a private practice conducted by myself (Aisling Fegan), Access Art Therapy complies with data protection law, respects individuals' rights and is transparent about how identifiable information is held and managed. To provide a good service, I will hold your contact details and records of your therapy sessions. Below is information concerning how this information will be stored and used.

### Records

I will ask you to provide your name, telephone number, address, the psychological issues that you would like to address, and symptoms, your G.P. details and other clinical professionals if appropriate. I will ask about your previous experiences of therapy, known concerns or triggers, current medication, criminal convictions, network of support, financial and employment circumstances, health conditions, alcohol and drug use, appetite and sleep, family structure, your social situation, and early life experiences.

Record keeping and report writing is a standard part of art psychotherapy clinical practice. You have the right to access this information. Records can include assessment and informed consent documentation, brief notes after each session, clinical reports and end of therapy summaries. All paperwork is stored in a locked cabinet. I do not share this information with anyone, without your consent. Typed records are stored securely on my computer and these are backed up on an encrypted disk. My computer is protected using Norton 360. Programme updates and anti-virus software are kept up to date. Norton's privacy policy can be found [here](#). At the end of our work together I will retain this information securely for seven years.

### Communication

Your email address and correspondence will be stored in my email account (G-mail) by nature of you contacting me. Your telephone number will be anonymously stored in my smartphone. In order to maintain confidentiality, I recommend that after we have begun working together that electronic communications such as e-mail & SMS are only used for the purposes of arranging appointments. I will delete your phone number and e-mail address at the end of our work together along with any e-mails and texts we have exchanged.

None of your personal information is stored on Access Art Therapy's website, other than to collect & send it to my g-mail business account for the purposes of our initial contact. G-mails privacy policy can be found [here](#). Access Art Therapy maintains a Facebook page and Instagram account for the purposes of marketing. Social media messengers should be used for the purposes of initiating contact only.

**Clinical Supervision**

Clinical supervision is essential for the safe delivery of therapy. I discuss my clinical work with an experienced clinical supervisor. Personal information is not shared as part of this meeting.

**Artwork**

Art psychotherapy artwork is confidential and can help to inform clinical decision making, often as part of clinical supervision. In online art psychotherapy, I request a screen shot of the artwork made. When attending a course of face-to-face art psychotherapy, I keep your artwork safe between sessions. If you do not wish to take your artwork home at the end of our work together, I will dispose of it securely.

**Confidentiality**

Everything that you discuss with me is confidential. Confidentiality will only be broken if there is concern about your safety or the safety of someone else or I am instructed to do so by a Court of Law. I will always endeavour to discuss this with you first.

**Concerns**

Whilst I hope that the policy outlined above will be sufficient to reassure you of the security of your personal information, should you wish to object or complain about the way that your personal information is being handled by me, then do please feel free to communicate this to me at the earliest possible opportunity. I will do my best to address your concerns and take steps to try and resolve whatever issues you may raise. Should you wish to take the matter further, please contact the Information Commissioner's Office on 0303 123 1123, or visit <https://ico.org.uk/concerns/> for more information.