

PRIVACY POLICY

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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
- 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 legislation and best practice guidelines (E.g. HCPC), 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.

Personal information

Before committing to provide you with art psychotherapy services, I will ask you over the telephone to provide me with the following information: name, telephone number, address, availability, the psychological issues that you would like to address, and symptoms. Once we have agreed that art psychotherapy with me is right for you, and your therapy commences, I will collect further information from you that may include: aim for therapy, G.P. contact details, previous therapy, current medication, previous criminal convictions, network of support, financial and employment circumstances, health and physical issues, alcohol and drug use, appetite and sleep, family structure, overview of your family and social situation, and early memories of caregivers.

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 prior knowledge and 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](https://norton.com/privacy-policy). 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.

Artwork: I will keep your artwork in a folder in my consulting space. Your artwork belongs to you and you may prefer to take it home at the end of the therapy or session by session. If you do not wish to take your artwork home at the end of our work together, I will dispose of it securely. I do not share art therapy artwork anyone, without your knowledge and consent. In the case of online art therapy, I request a photograph or screen shot of the artwork made. This is to keep a visual record of the session and to help inform clinical thinking / decision making, often as part of clinical supervision.

Clinical Supervision: I may take photos of your artwork for supervision with my smartphone which is password protected. At the earliest opportunity I will save your images in an encrypted folder on my computer and then delete them from my phone. I discuss my clinical work with a clinical supervisor to ensure that I am offering you the best service possible. These conversations are bound by confidentiality and you will only be referred to by your first name.

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. In the instance that your sessions are paid for or arranged by someone else – like your employer or a family member, other than payment requests, invoices or receipts, your counselling information will never be shared. Details about what is discussed in your sessions will remain confidential between you and me. Any other information can only be shared if you give me written consent to do so.

Website

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. This website is maintained using Mobirise and hosted using Github. See their privacy policy [here](#) and [here](#). To optimise performance this website uses Google analytics. Please see their Google's GDPR policy [here](#). Access Art Therapy maintains a Facebook Page for the purposes of marketing and continuing professional development. Art psychotherapy services and the availability of consultation time slots are advertised to Facebook users via this page. Your name and contact details will not be shared publicly. The private Facebook messenger can be used for the purposes of initiating contact only. However, you do not need to share your details on Facebook messenger, if you prefer not to. Facebook's privacy policy can be found [here](#).

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.