

The information you give us and we collect from relevant third parties will be used to form your **therapy record**. For instance, your specific therapy needs, progress, and specific clinical notes will be added to your records.

Your **nursing record** will also include a record of your medication administered and your height and weight charts.

Counselling records are highly confidential and as such, no identifiable personal information will be recorded. The record simply has a unique identifier number and notes of sessions, no names or initials will be documented in the record.

Your **Educational Psychology**

This is in accordance with the **DPA 2018 schedule 1 Condition; Part 1, Health or social care purposes.** *2 (1) This condition is met if the processing is (a)preventive or occupational medicine, (d)the provision of health care or treatment, (e)the provision of social care, or (f)the management of health care systems or services or social care systems or services.*

To support medication and/or Therapy needs it may be necessary to take **Images** as they can play an important part of our process to support your clinical needs. We will use **consent** as our legal basis for processing any image of you. (Article 6 (a) GDPR), and

Our additional **special category condition** for processing is - *the data subject has given **explicit consent** to the processing of those personal data for one or more specified purposes* (Article 9 (a) GDPR), which is supported by the same schedule 1 condition as above.

When processing your **Counselling** information;

Our legal basis for processing your information is – *processing is necessary for **the performance of a contract** to which the data subject is party* (Article 6 (b) GDPR), and

Our additional **special category condition** for processing is - *processing is necessary for the **purposes of preventive or occupational medicine, or the provision of health or social care or treatment or the management of health or social care.*** (Article 9 (h) GDPR).

This is in accordance with the **DPA 2018 schedule 1 Condition; Part 2, Counselling etc.***17(1)This condition is met if the processing is (a)is necessary for the provision of confidential counselling, advice or support or of another similar service provided confidentially.*

When processing your **Educational Psychology** information (internal to Percy Hedley School);

If you are a **private user who contracts directly with us** -

This is in line with the **DPA 2018 schedule 1 Condition**; Part 2, **Safeguarding of children and of individuals at risk**. 18 (1) *This condition is met if (a) protecting an individual from neglect or physical, mental or emotional harm, or (i) protecting the physical, mental or emotional well-being of an individual, or (b) the individual is (i) aged under 18, or (ii) aged 18 or over and at risk.*

Recipients and disclosing your personal information

Where appropriate, we will share some of your personal information internally between relevant departments, and within the Foundation, for instance, between therapy and nursing teams, education services, residential and finance.

We may also disclose your personal information external to the Foundation in the following circumstances:

To third parties who provide a service to us and process your personal information on our behalf, these systems are used with Education Services, which therapists and nurses can access and contribute to. These include;

- Google Docs <https://www.google.co.uk/docs/about/>
- SIMS (schools only) <https://www.capita-sims.co.uk/>
- Databridge (college and Wansbeck) <https://databridgemis.net/>
- iASEND (schools only) <https://www.lcp.co.uk/iasend>
- CPOMS (schools only) <http://www.cpoms.co.uk/>
- Dropbox <https://www.dropbox.com>
- *Earwig (schools only) <https://earwig.uk.com/>

*As this system is image based, your information will only be processed in Earwig if you have given explicit consent, via our Image Consent Form.

With third parties who also process your information, for instance, organisations you have a vested interest in your health and wellbeing. These include;

- Local Authorities
- DfE
- GPs
- Social Workers
- NHS
- External therapy and/or behavioural teams

With trusted suppliers or service providers who provide products or services for your health and wellbeing needs. These include;

- Hoist suppliers
- Wheelchair suppliers

Where we are under a duty to disclose your personal information in order to;

- comply with any legal obligation (for example to a govop-9(mp)-8(l)5(e t)-71.92 m000088.e2le tleg1 0 595.x

- in order to protect your vital interest or the vital interests of another individual (for example in cases of abuse or suspected abuse).

We can assure you, we require third parties and suppliers we contract with to comply with data protection laws and have appropriate controls in place.

Data collection requirements

As part of our Teaching Schools agreement with the DfE, it is a statutory requirement that we provide data returns via the Teaching Schools hub on an annual basis. The data shared is solely for statistical purposes and does not include any identifiable personal information e.g. names or DOB.

More information about the DfE can be found here:

<https://www.gov.uk/government/organisations/department-for-education>

Keeping your personal information

We keep your personal information only for as long as required to operate the service in accordance with a legal, regulatory, or specific business purposes. Where your information is no longer required, we will ensure it is disposed of in a secure manner.

Any information that we are required to retain for archive purposes will be held securely, with limited access rights and this information will not be further processed.

Our retention period for therapy and nursing records relating to an adult:

We will retain your patient record for 30 years from the end of treatment, or 8 years after death, in line with IGA Records Management Code of Practice for Health and Social Care.

Our retention period for therapy and nursing records (including EP) relating to a child:

We will retain your patient record until you turn 26 years old, in line with IGA (as above).

To find out more about IGA go to: <https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/records-management-code-of-practice-for-health-and-social-care-2016>

Our retention for counselling records:

We will retain your counselling record for 10 years from the end of your sessions, in line with BACP guidance.

To find out more about BCP go to: <https://www.bacp.co.uk/>

An exception to the above retention periods will occur, for any record relating to allegations of abuse or suspected abuse. These records will be retained for a minimum period of 50 years, to comply with our insurance terms and conditions.

Our retention period for images

Records that may include images that evidence your progress or decline in therapy treatments will need to be retained in line with requirements as outlined above.

Images that are not directly related to your therapy record will only be retained while you are in attendance at our services.

We have made a business decision to preserve our history and heritage by retaining some archive materials permanently. This may include some images of our service users. Examples of categories of images that we can archive permanently are as follows (but not limited to):

- Award ceremonies, or similar

