

What data is collected?

Personal demographic information is collected at the initial assessment appointment, including the following:

- Name
- Date of birth
- Address
- Email address
- Phone number(s)
- GP name
- GP address
- Next-of-kin name
- Next-of-kin contact details

In addition, potentially more sensitive information about the emotional problem will be elicited. At treatment sessions further sensitive information is likely to emerge and some of this will be documented.

- The website www.northumberlandcbt.co.uk also collects information via cookies and IP addresses that are personally identifiable.

Why is data collected?

Personal information is only collected where it is completely necessary for assessment or therapy.

How is data collected?

Explicit consent is sought for all data collection. A consent form will be discussed and signed by both parties (patient and therapist) at the initial assessment. The option to withdraw consent for data collection and processing is always available and is straightforward.

How is data used?

Demographic personal data is collected for purposes of communication. Sensitive personal data is necessary for therapy to be effective and is used to help bring about beneficial changes for the patient. You will not be sent any marketing material.

How is data stored?

All data is stored in a manner that means it is secure from unauthorised access and from accidental damage and deletion. All paper documents are stored in a locked filing cabinet and only the therapist has access to them. All digital data is password protected and is stored on an external hard drive that is stored in a locked filing cabinet.

Is data shared with anyone else?

No personal information will be shared with anyone else, unless you give your express permission, e.g. for disclosure to your GP or to a friend or family member. Confidentiality is paramount in the therapeutic relationship.

How long is data stored?

All data is stored for a period of seven years in accordance with relevant personal indemnity insurance policies. The only exceptions to this are digital video and audio recordings which,

if made, are only kept for two months; the rationale for this is that they are only used for purposes of clinical supervision and become redundant after this period of time.

How is data disposed of?

All paper documents are destroyed by incineration. All digital data is deleted.

How do I request access to my data?

You have a right to request access to your personal data without any financial cost. Your personal data must be provided to you within a month of your request.

Can I request erasure of my data?

You have a 'right to be forgotten' under GDPR legislation, which means deletion of your personal data.

What if there is a personal data breach?

In the unlikely event of a personal data breach, it must be reported to the Information Commissioner's Office within 72 hours.

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