



GDPR privacy notice

This privacy notice tells you what to expect me to do with your personal information.

My contact details

Post: Little Hadham, WARE (full postal address available on request)

Phone: 07973764484

Email: jennie@hadham-musictherapy.co.uk

What information I collect:

I collect or use the following information **to** provide a music therapy service

- Personal identifiers and contacts (including name, contact details, address, phone number)
- Special educational needs (including areas of difficulty and methods of communication)
- Medical (including medical diagnosis, named GP, client health, allergies, other medical professionals involved such as physio/OT/SALT/CAMHS)
- Multiprofessional team information (including reports)
- Attendance – including number of music therapy sessions attended
- Behavioural information (including exclusions and any relevant alternative)
- Correspondence (including letters, emails, texts, summaries of phone calls)
- Audio visual recording of sessions

Why I collect and use information:

- To support the client's well-being, emotional learning and development
- To review, monitor and report on the music therapy process
- To enable me to liaise with other related professionals, only as appropriate
- To keep my clients safe
- To meet the statutory duties placed on me by the health and care professionals council (HCPC)
- Information will only be shared with your consent and to parties who have a legitimate interest in that information, such as schools or other professionals working with the client.

How I collect information:

- Initially from my contact me and referral form completed by parents/carers, referring agencies, schools, care settings, clients directly
- Subsequently from correspondence, phone calls, client observations, multi-disciplinary liaison



Lawful bases

My lawful bases for collecting or using personal information to **provide a music therapy service** are:

- Consent from the provider of the personal information
- Legitimate interest: I'm collecting the information so that I can offer a therapy service with full details to make therapeutic decisions about the referred person.

Where I get personal information from

- People directly
- Third parties: Parents or carers. Responsible professionals in education or social care settings. Organisations who have responsibility for a referred person if they do not have mental capacity.

How long I keep information

- Personal information will be retained for the duration of the delivery of the music therapy intervention. Once this is concluded personal information will be deleted.
- Anonymized clinical notes will be retained securely for the seven-year duration specified by the BAMT rules of conduct.
- Secure storage means data is stored electronically, wherever possible, on a password protected device.
- All documents are stored electronically on a password protected device
- Any hard copy paperwork is stored in a locked cabinet in a secure location.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask for copies of your personal data.

Your right to rectification - You have the right to ask me to rectify personal data you think is inaccurate. You also have the right to ask me to complete information you think is incomplete.

Your right to erasure - You have the right to ask me to erase your personal data in certain circumstances.

Your right to restriction of processing - You have the right to ask me to restrict the processing of your personal data in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.



Your right to data portability - You have the right to ask that I transfer the personal data you gave me to another organisation, or to you, in certain circumstances.

Your right to withdraw consent – When I use consent as my lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, I have one calendar month to respond to you.

To make a data protection rights request, please contact me using the contact details at the top of this privacy notice.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to me using the contact details at the top of this privacy notice.

If you remain unhappy with how I've used your data after raising a complaint with me, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Last updated

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