



Privacy Policy; Sapling Cognitive Behavioural Therapy in

accordance with UK GDPR and UK Data Protection Act 2018

Our contact details

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The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Summary of difficulties and treatment plans and notes

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To provide you with a therapeutic support service

We also receive personal information indirectly, from the following sources in the following scenarios:

- Another professional supporting you/ your child who wants to access a therapeutic support service

We use the information that you have given us in order to:

- Contact you and/or the refer to discuss the service we may be able to offer you

We may share this information with other professionals involved with your family.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting saplingcbt@aol.com
- (b) We have a contractual obligation.
- (c) We have a legal obligation.

(d) We have a vital interest

How we store your personal information

Your information is securely stored electronically. Paperwork is to a minimum kept in a locked location.

Documents shared may be encrypted with a passcode

We only share data if required by you, law or in the event of safeguarding concerns. This will always be kept to the minimum information needed

We keep your personal information for time period specified in our insurance document. We will then dispose your information by shredding paperwork and deleting files from electronic systems

Your data protection rights

Under data protection law, you have rights including:

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

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

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

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

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

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances. You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at saplingcbt@aol.com to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us. You can also complain to the ICO if you are unhappy with how we have used your data.

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

Helpline number: 0303 123 1113. ICO website: <https://www.ico.org.uk>