**Standing Tall Play Therapy Privacy Notice**

**Our contact details**

Name: Victoria Smith

Address: 6 Elm Street, Dereham, Norfolk, NR20 3FN

Phone Number: 07843574344

E-mail: victoriajsmith25@gmail.com

**What type of information we have**

We currently collect and process the following information:

* Personal identifiers, contacts and characteristics (for example, name and contact details)
* Reasons for referral to Standing Tall Play Therapy

**How we get the 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:

* Referral for Play Therapy

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

* Referrals completed by organisations on behalf of the client, e.g. schools, social services

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 Victoria Smith on the above contact details**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**What we do with the information we have**

We use the information that you have given us in order to provide a therapy service to the client.

We may share this information with PTUK (anonymised data only), the therapist’s supervisor, under court order.

**How we store your information**

Your information is securely stored in locked filing cabinets.

We keep referrals and any notes made during therapy for 9 years (99 years for children in the care system). We will then dispose your information by shredding paper copies and deleting any electronic files.

**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 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 information in certain circumstances.

**Your right to object to processing** - You have the 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 we transfer the 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 victoriajsmith25@gmail.com if you wish to make a request.

**How to complain**

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113