



contact@rowantreedramatherapy.co.uk

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ROWAN TREE DRAMATHERAPY
{branching out, reaching in}

Privacy Policy Children

Why do you have information about me?

We need to keep information about you so we can help you in therapy

We need to be able to get hold of you and keep notes to help us notice how therapy is for you, look back at the therapy and plan.

Sometimes, the therapists at Rowan Tree talk to each other about their work so they can come up with ideas about how to help you even more.

What information do you have about me?

Your name and age

Your parent/carer's names and contact details

Your address and school

Your family background

How adults who care about you feel therapy might help

Things you have told us, or things we have done in therapy sessions

Can you give my information to anyone else?

We are not allowed to share your information with other people outside of Rowan Tree unless your parent/carer has told us that we can.

Your therapist will sometimes think and talk about you with their supervisor. A supervisor is someone who helps a therapist to think about ideas to help children. Supervisors are also not allowed to share what they know with anyone else.

Where do you keep my information?

Your therapist will tell you where they keep the things you make in therapy and where they keep notes about your work together. All your information is stored securely either in locked cabinets or in passcode protected electronic documents and devices. If the room we are using has a security camera, the therapist will tell you and your parent/guardian and let you know how the data is used and stored. You will then be able to discuss with the therapist whether you want to work in the room.

How long will you keep my information for?

We will look after your information until you are 26 years old. After you turn 26, we will delete or shred all the information we have about you, unless there is an important reason that we keep hold of it (like the law that needs us to keep it so that you can be protected, or we are still working with you).

Your parents/legal guardians are allowed to:

Ask to see the information we have about you. If they ask, we may share it with them, or may let them know that we cannot share the information because we think it might cause harm to someone.

Tell us if information is not correct.

Ask that we delete your information. We may say 'yes' to this, or we may let them know we need to keep the information.

If you are over 13 years old, you may be allowed to say 'no' to your parent/carer seeing the information we have about you.

Rowan Tree knows

It is so important that the information we have about you is protected and kept really safe. If you want to talk to someone at Rowan Tree about your information, you can email Justine who is responsible for keeping the information safe. **Email:** contact@rowantreedramatherapy.co.uk

www.rowantreedramatherapy.co.uk

British Association of Dramatherapists (www.badth.org.uk)

Health and Care Professions Council (www.hcpc-uk.org)