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| **Documents Held** | **Categories of**  **Individuals** | **Categories of personal data** | **Purpose of processing & lawful basis** | **Retention schedule & disposal method** | **Type of secure storage** |
| Contact card | Clients | Name  Number  Email  Address  GP details  Emergency contact | Client safeguarding | During treatment. Confidentially destroyed once therapy is brought to an end | Key locked cupboard  Key stored in a code protected key safe |
| Client database | Clients | Name  Number  Email  Address  GP details  Emergency contact | Legitimate reasons, client contact for service administration, client safeguarding | Until end of treatment contact details are then deleted | Encrypted, password & 2FA protected practice management software (wearekiku.com) |
| Clinical Notes | Clients | None – These notes are anonymised | Safeguarding, to support the therapeutic process | 7 years after end of treatment. For clients who are referred by a third party, notes are retained in accordance with the third party’s guidelines. Confidentially destroyed – shredded/ incinerated | Encrypted, password & 2FA protected practice management software (wearekiku.com)  Key locked filing cabinet. Key stored in keysafe. |
| **Documents Held** | **Categories of**  **Individuals** | **Categories of personal data** | **Purpose of processing & lawful basis** | **Retention schedule & disposal method** | **Type of secure storage** |
| Recruitment mailing list | Therapists interested in joining the team | Name  Email address | Therapists opt in to mailing list to be kept updated on upcoming job opportunities | Until therapists choose to opt out | Password & 2FA protected Mailchimp account |
| Website contact forms | Prospective Clients | Phone number  Email address  Client message | Client mode of contact – legitimate service need |  |  |
| Applicant CVs & cover letters | Applicants | Name  Contact details  Date of Birth  Education & employment history | Legitimate use: to recruit new staff members | If not recruited these documents are deleted immediately after the recruitment drive has come to an end. | Stored on password protected & encrypted computers |
| Staff files | Clinical Associates & staff members | Personal info:  Contact details  Emergency contact  CV  Insurance certificates  Qualification certificates | Legitimate use under terms of association | Confidentially destroyed once association or employment is brought to an end | Stored in locked filing cabinet |