



Policy Name	Confidentiality and Data Protection Policy
Created by	Christopher Allan, Owner (Lead Practitioner)
Date Reviewed	June 2023
Date of Next Review	June 2024
E & D Disclaimer	This policy has been reviewed in line with the Equality Act 2010 which recognises the following categories as Protected Characteristics: Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender) and Sexual orientation. We will continue to monitor this policy to ensure that it provides equal access and does not discriminate against anyone, especially any person/s listed under any protected characteristic.

Confidentiality and Data Protection Policy

Introduction

School Avoidance Solutions (SAS) recognizes the importance of confidentiality and data protection when handling sensitive information about children and their families. This policy outlines the procedures and practices that SAS follows to ensure the secure handling of personal data in compliance with the General Data Protection Regulation (GDPR) and other relevant legislation.

Collection and Use of Personal Data

SAS will collect personal data from children and their families only for specified and legitimate purposes related to the provision of therapeutic services. Personal data will be collected with the consent of the individuals involved and will be limited to what is necessary for the agreed-upon purposes.

Personal data may include, but is not limited to, names, contact details, medical history, and therapeutic records. SAS will ensure that personal data is kept accurate and up to date, and any inaccuracies or changes will be rectified promptly.

Storage and Security of Personal Data

SAS will store personal data securely to prevent unauthorized access, disclosure, or loss. Personal data will be stored electronically or in locked and secure physical files, accessible only by authorized personnel on a need-to-know basis.

SAS will implement appropriate technical and organizational measures to safeguard personal data, including firewalls, secure servers, encryption, and password protection. All staff and practitioners will receive training on data protection and confidentiality to ensure they understand their responsibilities in handling personal data securely.

Sharing of Personal Data

SAS will only share personal data with third parties when necessary and in compliance with applicable laws and regulations. This may include sharing information with relevant professionals, agencies, or authorities involved in the welfare and support of the children and families being served.

Prior consent will be obtained from individuals before sharing their personal data, unless there are legal or safeguarding obligations that require disclosure without consent. SAS will maintain clear records of any instances of data sharing and the lawful basis for such sharing.

Data Retention and Disposal

Personal data will be retained for the minimum period necessary to fulfill the purposes for which it was collected, as well as to comply with legal obligations. SAS will regularly review and update its data retention policy to ensure compliance with applicable legislation.

When personal data is no longer required, SAS will ensure its secure disposal in a manner that preserves confidentiality. This may include permanent deletion of electronic records or the secure destruction of physical files.

Data Subject Rights

SAS respects the rights of individuals regarding their personal data. Individuals have the right to access, rectify, restrict processing, and erase their personal data, as well as the right to object to the processing and the right to data portability. SAS will provide a mechanism for individuals to exercise these rights and will respond to such requests in a timely manner.

Data Breach Management

In the event of a data breach, SAS will promptly assess the risk to the rights and freedoms of individuals affected and take appropriate actions to mitigate and report the breach, as required by applicable laws and regulations. This may include notifying affected individuals, the Information Commissioner's Office (ICO), and any other relevant authorities.

Review and Compliance

This Confidentiality and Data Protection Policy will be reviewed regularly to ensure its continued relevance and compliance with changing legal and regulatory requirements. SAS will monitor and evaluate its data protection practices to maintain a high level of data security and confidentiality.

All staff, practitioners, and relevant stakeholders associated with SAS are responsible for adhering to this policy and ensuring the confidentiality and security of personal data.

Signed:

Christopher Allan

Owner and Lead Practitioner, School Avoidance Solutions (SAS)