



Patient information Handout

At Good Day Therapy we understand that all the information you provide is confidential. We take great care of your records and treat them with respect always. Therefore, we are providing you with the following explanation of how your records are managed.

INTRODUCTION

Any information we hold about you is handled in keeping with the Data Protection Act 1998 and the General Data Protection Regulations. Information we hold might include the following as standard:

- a) the reasons for referral and information supplied by your GP, medical advisor, NHS referrer or other referrer
- b) the information supplied by you in your assessment session; with additional information from professionals where applicable
- c) clinical assessments and plans relating to your treatment
- d) brief outline of the content of therapy sessions
- e) copies of any letters or emails sent to you or received from you;
- f) written details of any telephone conversations with you

USE OF INFORMATION

It is important that you provide us with accurate information so that we can provide you with the most appropriate care. We use information we hold about you for the following purposes:

- Providing treatment services to you (including communicating with you, your GP, your NHS referrer, other medical advisors as appropriate);
- Retaining as part of your health record for 7 years after the end of your treatment

Any information we use for other purposes will be converted into a form in which you cannot be identified and will be kept strictly confidential.

Good Day Therapy helping people have more Good Days.



SHARING YOUR INFORMATION

GDT has a Confidentiality policy which means that relevant information is only shared with people involved in your health care. This can include:

- Practitioners engaged by us to carry out our services to you;
- Your GP and your NHS referrer
- The Department of Health and other statutory bodies to whom GDT is required to submit data

We only share information with your family, friends or advocates with your permission. We will not pass your name to any other organisation for marketing purposes.

There are times when information must be given even without your consent, these would include; child protection, prevention of harm to yourself or others, the investigation or prevention of serious crime including terrorism, or a Court Order.

YOUR RIGHTS

If you do not want certain information recorded or shared with others involved in your treatment, please discuss this with the therapist. You have the right to see information held by us about you. Please ask your therapist if you wish to exercise this right.