

Every Mind Child Psychology Ltd – Confidentiality Policy

1. Policy Statement

At Every Mind Child Psychology Ltd, we are committed to maintaining the **privacy, dignity, and trust** of all children, families, and staff. Information shared during assessments, therapy, or clinical work is treated as **confidential**, and we only share it when necessary and appropriate.

Our approach reflects our values:

- **Acceptance:** Respecting each individual's right to privacy and autonomy.
- **Authenticity:** Being clear and transparent about how information is used.
- **Equality:** Ensuring all families are treated fairly and information is handled respectfully.
- **Advocacy:** Acting to protect the welfare of children and young people when required.

2. Confidentiality in Practice

- All information collected about children, families, and staff during work with Every Mind is kept confidential.
- Information may be shared with relevant professionals (e.g., General Practitioners, referrers, schools, or other agencies) **only with the explicit consent of the family or client** unless disclosure is required to safeguard the child or others.
- If an Occupational Therapist or other clinician contributes to an assessment, reports and pre-assessment forms will be shared using secure, confidential means.

3. When Confidentiality May Be Broken

Confidentiality may only be broken in the following circumstances:

- **Safeguarding:** If a child is at risk of harm, or is causing or likely to cause harm to themselves, others, or property.
- **Legal requirements:** Where disclosure is required by law.

Whenever possible, the clinician will **discuss concerns with the child and family first**, unless doing so would increase risk.

4. Data Protection and Storage

- All data is stored and processed in accordance with **GDPR and the Data Protection Act 2018**.
- Staff and contractors are responsible for:
 - Minimising the collection of personally identifiable data where possible
 - Securing all data electronically (password-protected systems) or physically (locked cabinets)
 - Not sharing data with unauthorized individuals, orally, in writing, or digitally
 - Taking reasonable precautions to prevent accidental disclosure

5. Data Retention

We follow Department of Health and best practice guidance for retention of clinical and professional records:

Type of Information	Retention Period	Notes
Client records (general)	8 years from last contact	Lifetime for adoption cases
Staff records	5 years from end of employment	Includes HR and performance data
Clinicians providing services	21 years from end of contract	Mental health work requires longer retention
Potential contractors/professional information	Duration of professional relationship	8 years if a formal contract is completed

6. Diagnostic Assessments

- Information shared during assessments will inform the diagnostic decision.
- Families and children are informed at the outset that information from sessions (e.g., ADOS assessments) may be recorded and included in diagnostic reports.
- Clinicians ensure parents, carers, and children **understand what will be recorded and how it may be shared**.

- Discussions with children and parents clarify expectations and consent before any information is included in reports.

7. Summary

Every Mind Child Psychology Ltd aims to balance **privacy with safety**. Confidentiality is respected as a core principle, while also ensuring that **children's welfare and safeguarding are always prioritised**.