

What information is held?	Where & how?	When is it deleted?
Phone number	on a password protected phone In a record of client details separate from client notes on an encrypted PC	On completion of our work  After seven years
Text messages	on a password protected phone	On completion of our work or sooner
Emails / email addresses	On a password protected phone, tablet and encrypted PC Where there is clinical content with client notes otherwise in records of client details	On completion of our work seven years with client notes
Case notes: These comprise any emails containing clinical matters you send to me and notes made in/after therapeutic sessions and notes made after clinical sessions and supervision. Any other correspondence relating to you.	In a file in secure premises or on a password protected and encrypted PC  Case notes do not contain information that will readily identify you.	After seven years
Agreements (client contract; recording and data protection) signed by client	In a file in secure premises	After seven years
Recordings (identified by initials only)	On a password protected PC in encrypted format	After twenty-four months maximum or sooner