



Mindsia Mental Health Wellbeing Group CIC



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82A James Carter Road, Mildenhall, IP28 7DE

Data Protection, Confidentiality, and Record Keeping Policy

1. Purpose:

- To protect personal data, maintain confidentiality, and manage records in alignment with GDPR, the BACP Ethical Framework, and relevant legislation.

2. Data Collection and Use:

- Mindsia collects and processes personal data only for therapeutic purposes, ensuring transparency and fairness in line with the BACP guidelines.

3. Confidentiality:

- Client information is treated with the utmost confidentiality. It is only shared with authorized personnel or with client consent, except in cases where disclosure is legally required.

4. Data Security:

- All data is securely stored, with electronic data encrypted and physical records kept in locked storage. Access is restricted to authorized personnel based on need.

5. Record Keeping:

- Accurate and timely records are maintained for all client interactions, assessments, and therapy sessions. These records are stored securely for the required retention period as per legal and ethical standards and are safely disposed of afterward.

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6. Client Rights:

- Clients have the right to access, correct, or request deletion of their data, and can withdraw consent for processing at any time.

7. Breach Reporting:

- Any data breaches are promptly reported to the relevant authorities, and affected individuals are notified in accordance with GDPR and BACP guidelines.

8. Compliance with BACP Ethical Framework:

- All data protection and confidentiality practices are guided by the BACP Ethical Framework, ensuring that client welfare, autonomy, and privacy are prioritized.

9. Review and Monitoring:

- The policy is reviewed annually to ensure compliance with evolving legal standards and best practices, including any updates to the BACP Ethical Framework.

This policy reflects Mindsia's commitment to safeguarding client data, ensuring confidentiality, and adhering to ethical standards in all aspects of therapeutic practice.

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