

Tantric Journey Confidentiality Policy

Standard Code of Ethics

- Tantric Journey offers confidentiality within its service. This means that information given to your Tantric Journey Therapist will remain confidential.
- Tantric Journey offers its clients the highest level of confidentiality consistent with excellent client care and a strict code of ethics. This protects a client from the voluntary disclosure of confidences without the client's permission unless legally or professionally required to do so.
- The respecting of client confidentiality is a fundamental requirement for keeping trust. The professional management of confidentiality requires the protection of personally identifiable and sensitive information from unauthorised disclosure.
- The obligation to maintain confidentiality also continues after the therapy relationship has ended. Tantric Journey undertakes to ensure that all client records are kept secure so that only authorised persons can gain access to them.

Rights to Client Confidential Records

From 25th May 2018, the new Data Protection Act 2018 came into place, and as a result it is necessary to inform you of what data Tantric Journey hold about you, why it is needed what Tantric Journey will be doing with your data, who Tantric Journey might share it with and when Tantric Journey will destroy it.

What information Tantric Journey holds, why it holds it and who might it be shared with?

Currently a Tantric Journey therapist holds a completed consultation form, health questionnaires and various treatment records with your details. These include your name, address, date of birth and various means of contacting you.

Personal Data

Address, phone / mobile numbers, email address – these are all required so a Tantric Journey therapist can contact you.

A Tantric Journey therapist will only contact you via your preferred methods of contact and will not send you unsolicited marketing materials without your consent.

Health Related Data

Consultation Form – all clients/patients must complete a consultation form, to enable a therapist a full understanding of your medical and health history. This is needed for insurance purposes, but it is also to allow a Tantric Journey therapist to exercise due treatment diligence and check that it is safe to treat you. It also helps a therapist understand what medical issues you have and so that together you and a Tantric Journey therapist can formulate the best treatment plan.

NB – Treatment will not go ahead unless a therapist can collect and store these details.

Treatment Records – these are the therapists notes detailing what they have found during their assessments, what treatment they have given you, treatment observations and how you felt immediately after that treatment.

It is a condition of Tantric Journey therapists Insurance Policy to take and retain client records for at least 7 years following the last occasion on which a clothes on treatment was given, however, in the case of clothes of bodywork and therapy sessions that involve the massage of the lingam or yoni : i.e. genital massage treatments are given it is a requirement of our insurers to keep records for 25 years.

A Tantric Journey Therapist may need to share your data with authorised legal, regulatory and insurance authorities, if required to defend themselves. This will be any professional membership body they are registered with and the insurance company they hold their professional indemnity insurance with.

After 7 years or 25 years,(depending on the treatment level received) following the last occasion on which treatment was given, the Tantric Journey therapist will destroy all of your records by shredding them or deleting them if electronically stored.

All Tantric Journey Therapists agree to a strict code of ethics and confidentiality code of practice.

How and where your data will be held

All Consultation forms and Treatment records are kept in a locked filing cabinet within the registered address of the Tantric Journey Therapist and on a password controlled laptop / password protected online storage provider including icloud and dropbox. Only your Tantric Journey therapist will have access to these records and they will take all appropriate steps to protect the confidentiality, integrity, availability and authenticity of your data.

Your Individual Rights under the Data Protection Act 2018.

You have:

- the right of access to your personal data;
- the right to object to the processing of your personal data;
- the right to restrict the processing of your personal data;
- the right to rectification of your personal data;
- the right to erasure of your personal data;
- the right to data portability (to receive an electronic copy of your personal data);

Therapist Rights

In exercising your Individual Rights, you should understand that in some situations a Therapist may be unable to fully meet your request, for example if you make a request for a Therapist to delete all your personal data, they may be required to retain some data for taxation, legal, regulatory and insurance purposes.

You should understand that when exercising your rights, a substantial public or vital interest may take precedence over any request you make. In addition, where these interests apply, we are required by law to grant access to this data for law enforcement, legal and/or health related matters.

Complaints

If you are dissatisfied with the way in which I process your personal data, you have the right to complain to the UK's Data Protection Supervisory Authority, the Information Commissioner's Office (ICO). The ICO may be contacted via its website which is <https://ico.org.uk/concerns>, by live chat or by calling their helpline on 0303 123 1113.

How to contact me

If you have any questions regarding the use of your data and your Individual Rights, please contact your therapist via e-mail or telephone and discuss your concerns.

Limitations to Confidentiality

There are circumstances in which Tantric Journey cannot legally or ethically maintain confidentiality within the service. Wherever possible, Tantric Journey will make every attempt to communicate first with the client explaining the reasons for the need to pass on information and to whom this will be given. These exceptions are listed below and would qualify as areas of authorised disclosure:

- **Safeguarding Children:** If information is disclosed that a child is at risk of significant harm, Tantric Journey has a duty under the Children Act to pass on this information to the MASH (Multi-Agency Safeguarding Hub) in order to do what is possible to see the child protected.
- **Serious Harm:** If planned serious harm to the life of self or another person is disclosed we have a duty to pass this on to the appropriate authority (GP, Police, Ambulance service etc.) in order to do all that is possible to see the person protected.
- **Safeguarding Vulnerable Adults:** If there is a serious risk of harm/abuse to a vulnerable adult, Tantric Journey has a duty of protection to such vulnerable adults. Information may need to be passed on to the appropriate agencies in order to protect vulnerable adults who could be at risk.
- **Offences under the Prevention of Terrorism Act 1987:** If information is given on any planned act of terrorism, Tantric Journey is, by law, obliged to report this to the Police without informing the person who gave the information.
- **Hearsay witness to murder:** There is no legal requirement for Tantric Journey to initiate the disclosure of any information in which a client alleges being witness to or causing murder/manslaughter. However, it may well be appropriate for the Therapist to encourage the client to disclose information to police. If the Police contact us as part of such enquiries, we would have a duty to pass on any relevant information about the alleged murder.
- **Complaints:** If a Therapist is formally accused of wrongful conduct, then the need for the Therapist to divulge information about a client is recognised in order for the matter to be investigated. The breaking of confidentiality will be kept to a minimum, in consultation with advisors. The Therapist will continue to have regard for the wellbeing of the client.
- **You agree to your Tantric Journey Therapist collecting, using and disclosing personal information about you as set out above in this consent form and in my Privacy and Confidentiality Statements.**

SIGNATURE : _____

PRINTED NAME: _____

DATE: _____