



Mid-Cornwall Music Therapy

## PRIVACY & DATA PROTECTION NOTICE

**Emma Packer – HCPC Registered Music Therapist**

**HCPC Registration Number: AS15349**

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**Email: emma@midcornwallmusictherapy.co.uk**

**Effective from: September 2026 | Review: September 2027**

### What information do I collect?

I may collect information needed to provide safe and effective music therapy, including:

- name, date of birth and contact details;
- parent/carer and emergency contact details;
- referral and funding information;
- relevant health, developmental, disability and wellbeing information;
- assessment, therapy, attendance, review and outcome records;
- safeguarding information where relevant; and
- correspondence with parents, carers and other professionals involved in care.

Health information is **special category personal data** and is given additional protection under UK data protection law.

### Why do I use your information?

I use information to:

- assess, provide and review music therapy;
- communicate with clients, parents, carers and relevant professionals;
- maintain accurate clinical and professional records;
- manage appointments, attendance, payments and reports;
- support safeguarding and respond to concerns;
- meet professional, legal and regulatory responsibilities; and
- deal with complaints or other legitimate concerns.

### Confidentiality and information sharing

Music therapy information is treated as confidential. I will normally only share information where there is an appropriate and lawful reason to do so, such as supporting a person's care.

Confidentiality cannot be guaranteed where information needs to be shared because of a **safeguarding concern, serious risk of harm, legal requirement or other lawful necessity**.

Where appropriate, information may be shared with parents/carers, schools, health or social care professionals, commissioners, safeguarding services or emergency services. Only relevant and necessary information will normally be shared.

### How is information protected?

Paper and electronic records are stored securely and reasonable measures are taken to prevent unauthorised access, loss, damage or disclosure.

I do not normally retain unnecessary duplicate records.

### How long are records kept?

**HCPC does not prescribe one universal retention period for music therapists.**

Retention depends on the circumstances of practice, relevant law and professional guidance. I use the current NHS England Records Management Code of Practice as a benchmark for clinical records.

**Adults:** normally **8 years after the end of care or treatment.**

**Children and young people:** normally until the **25th birthday**, or **26th birthday where the person was 17 when treatment ended.**

Records may be retained for longer where necessary, for example because of an ongoing complaint, investigation, legal claim, safeguarding matter, statutory requirement or other professional reason.

When records are no longer required, they will be securely destroyed or deleted.

### Your rights

Depending on the circumstances, you may have rights to:

- know how your information is being used;
- request access to your information;
- ask for inaccurate information to be corrected;
- request deletion or restriction in certain circumstances; and
- object to certain processing.

Children and young people have their own data protection rights, considered according to their age, understanding and circumstances.

### Questions or concerns

Please contact me first if you have any questions or concerns about how your information is handled:

**Emma Packer**  
**Mid Cornwall Music Therapy**

**07989881248**

**emma@midcornwallmusictherapy.co.uk**

You can also contact the **Information Commissioner's Office (ICO)** if you remain concerned about the handling of your personal information.

**This notice is reviewed annually and updated when necessary to reflect changes in practice, law or guidance.**