

Data Protection and Confidentiality Policy

Autism Assessment Support Practice-AASP is committed according to the law on the protection of Personal Data (Act 138 of 2001 as amended), to take all necessary measures for the protection of the clients' Personal Data and for the respect of their private life.

This document aims to inform Autism Assessment Support Practice – AASP's clients about their rights and about Autism Assessment Support Practice – AASP's data protection policy.

Which information is Personal Data

Personal Data is any information relating to a legal person or a live identified natural person or an identifiable natural person who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his identify.

More specifically, with regard to Autism Assessment Support Practice – AASP's clients, Personal Data are inter alia, the following:

- The details provided by a parent during the assessment/session/training/seminar for the provision of an assessment/observation/session/training/seminar or any other services, i.e. name, surname, child's name, family information, address or identity number.
- The clients' calling, videotaped, interview, observation, assessment data which clients' firstly are informed about that and which are kept for billing, statistic and analysis purposes.
- The clients' access codes, user names (in case of chatting or information posted on the website from that person), and which are given by Autism Assessment Support Practice – AASP during the provision of various services.

Confidentiality

Staff of the Autism Assessment Support Practice - AASP will not pass on personal information about a client (including information on attendance) to anyone outside the Service subject to the following exceptions:

- Where a member of the AASP staff has the express consent of the client to disclose the information or data
- Where a member of the AASP staff would be liable to civil or criminal court procedure if the information was not disclosed
- Where a member of the AASP staff believes the client is in serious danger.

In any of these circumstances, AASP will normally encourage the client him/herself to pass on information to the relevant person/agency. If there is no indication that this has happened, and if the crisis or danger is sufficiently acute, AASP may pass on the information directly.

Consent to disclose information will be sought from the client, if at all possible.

Consultation

In line with their professional requirement AASP staff may discuss their work with a consultant

external to the Service. In this process, the identity of the client is not revealed. The purpose of consultation is to help AASP staff reflect on their work.

Liaison and correspondence

With the permission of the client it may be appropriate for AASP to liaise with or write to a third party, for example, Benefits Agency, Local Education Authority, government department, member of university administration, personal tutor or General Practitioner. In the case of telephone calls, the purpose of the call will be discussed with the client prior to the call.

Record Keeping and Data Protection

It is usual practice for AASP staff to keep records on clients and their sessions. Any type of AASP notes record or/and videotaped background information and the issues raised and worked on in the sessions. These will vary in length and detail. Points of concern are also noted. All notes are kept safely under lock and key.

AASP notes may record or/and the points raised by the client and the advice or information given by the AASP staff. Agreed action to be taken is usually recorded or/and videotaped with notes about follow up action, including details of any correspondence.

Access to notes

Under the Data Protection Act, clients have a right of access to all notes kept on them. If those notes contain references to other individuals these may not be available to the client, as protection is also granted to third parties. It will be important not just to show the notes to the client, but for AASP staff to talk to them about what their file contains and why. Some notes are in shorthand and may need explaining.

If a client's file includes a letter or additional information from the person responsible for their clinical care, usually their GP or psychiatrist, consent from the relevant practitioner must be obtained before the correspondence is disclosed.

If a client wishes to see their file, they should ask their AASP giving two weeks' notice.

Security

All notes and records are kept securely locked within the Center.

In line with legal requirements, an adviser's notes are kept for a period of 7 years and counseling notes for 5 years. After this time they are destroyed by shredding.