

# PartnershipProjects

## **Data Storage Policy & Procedures**

All notes of therapy sessions are made in black or blue ink on paper and stored in files which are locked securely in steel cabinets.

Referral forms, reports and information relating to serious risk or child protection issues are in cloud storage, in compliance with data protection regulations.

Notes of therapy sessions and all correspondence relating to a case are kept for a period of 20 years following the closure of the case or the last clinical contact.

PartnershipProjects is registered with the Information Commissioners Office under the Data Protection Act 1998. Our reference number is: Z3307647.