



The Association of Child Psychotherapists

CAN Mezzanine, 32-36 Loman Street, London, SE1 0EH

Tel: 020 7922 7751 Email: admin@childpsychotherapy.org.uk

www.childpsychotherapy.org.uk

Privacy Notice

- Using personal data for ACP investigations -

Adopted February 2019

As a regulator, the ACP is responsible for investigating possible breaches of its Code of Professional Conduct and Ethics and fitness to practise issues that relate to members. We also investigate complaints about officers and staff.

Your personal data (i.e. information written down or otherwise recorded about you) may be gathered and held by the ACP as a data controller in connection with such investigations either because you are a member, or a complainant, or someone who can be identified from correspondence or other documents relating to an investigation, or are directly involved in taking the investigation forward. Depending on the type of investigation, we may process it as a regulator, a professional association or an employer, but we will always do so accordance with the GDPR and the Data Protection Act 2018, including by holding it securely.

Normally, only we will process your data, but we may share it with professional advisors and others to progress the investigation, or in secure off-site storage facilities.

ACP investigations are not public, though in certain circumstances the outcome of disciplinary investigations are published (though only naming the ACP member), as are any conditions and restrictions imposed on members' practices. Most personal data gathered for investigations is destroyed or erased either within six months of our investigations reaching a conclusion or within one to three years, but it may be held for longer, for example, where a child protection concern has been raised or a serious complaint has been upheld against a member.

Subject to the GDPR and Data Protection Act, you have the right to access personal data we hold about you, rectify errors and have it destroyed or erased. You also have the right to complain to the Information Commissioner's Office if you consider that we have not respected your rights and processed your data in accordance with the law.

However, you have any concerns about data held about you, please do raise them direct with us by contacting Jessica Jarmon, ACP Business Manager. If we hold personal data about you in connection with an investigation, we will normally be able to give an indication of how long it is likely to be held, based on our policies.