

Information Form for - **Keith Farvis** RCST BCST

Please fill in this form before your appointment. For a child, fill in **their** name and age.

Name:

Today's date:

Age:

Address:

Email address:

Telephone - daytime:

evening:

How did you hear about me:

1. Reason for coming for treatment:

2. List any current medical conditions and any medication taken for them.

3. List any operations or hospitalisations, including when they occurred.

Do you understand and agree to how I use your personal information as described in my Privacy Policy overleaf. YES / NO (circle as appropriate) - this is a required condition to receive treatment.

Your Signature:

Thanks, Keith Farvis

Privacy Policy for Keith Farvis, Biodynamic Craniosacral Therapist

In order to provide therapeutic treatment for you I need your permission to hold certain information about you, which I do in compliance with the General Data Protection Regulation (GDPR).

Paper records.

For **appointments** I hold a note of your name and contact information in order to contact you with appointment related information. My appointment diary is held on paper and contains a note of your name, contact information and fees paid. My diary is never shared with anyone unless exceptionally requested by HMRC as proof of my income.

For **treatments**, I need to note your relevant medical and life history as provided by you, along with notes from individual treatment sessions, both as a record of treatments and as an aid to my memory. This information is used by me only in order to give you treatment and to review treatment progress. It will not be used for any other purpose and will be treated as completely confidential unless required to be shared by law. Some content may also be shared verbally and anonymously for my own clinical supervision. To maximise security, treatment notes are stored on paper in a locked filing cabinet when not on my person. They are kept for the duration required by the Code of Ethics of the Craniosacral Therapy Association (UK) and this is currently for at least seven years after which time they are securely destroyed.

Third parties. If you have treatment at the Whole Works Therapy and Counselling Centre, see the privacy policy on their website <https://www.thewholeworks.co.uk/privacy-policy/>

Digital information.

Phone. Your contact details and any text messages between us on my phone are deleted within a year of completion of your treatments.

Email. Any emails between us are held on a secure email service within the European Economic Area. There may be password protected copies on my home computer, laptop or phone. I delete these emails within a year of your last appointment. This information is kept entirely confidential by me unless required to be shared by law.

Email privacy. As email is not a secure medium, if you want to share personal information with me, please do so by phone rather than by email.

Any concerns? As my client you have the right to see and suggest corrections to this information. If you are unhappy with the way I hold information about you, complain to me or to the Craniosacral Therapy Association (UK) and if you are still unhappy, to the Information Commissioner's Office.

Agreement. I need to be sure that you understand and agree to my keeping notes and contact details about you as described above. I will ask you to acknowledge that on this Information Form prior to the commencement of any treatment. I am happy to give more specific details and answer any questions or concerns you may have about the information I hold about you.

This Privacy Policy can be seen at <https://www.keithfarvis.co.uk/privacy/>