AGE UK CAMDEN Counselling Services

SCHEDULE OF INFORMATION RETAINED AND PROCESSED (CLIENTS) –

Please note that the organisation may keep basic anonymised information beyond the retention period for statistical reporting.

Information gathered and retained	Purpose for processing	Organisations that this information may be shared with and reason why	Legal basis for procession	Assessment of data subjects interests	Duration of retention
Personal identifiers e.g. name, CLOG and IAPTus reference number	To identify client. Clog and IAPTus numbers are used to anonymise the client during reports	IAPTus is a NHS database shared within the CPTP (Camden Psychological Therapies Partnership, funded by the NHS). By extension, the NHS access anonymised data for reporting and monitoring purposes. Sharing IAPTus allows all partners to follow the client's pathway through the partnership. Clog is AUC database, through which AUC keeps a record of services provided, including the counselling service.	Necessary for the performance of a contract o which the data subject is a party. Necessary for the legitimate interests of the organisation.	Impact on data subjects rights and freedoms is very low. Processing is in data subjects interest.	
Address	To arrange appointments and to send relevant information	AUC, CPTP	As Above	As Above.	
Home and mobile telephone numbers	To arrange appointments. To communicate last minute changes, like cancellations.	id	As Above	As Above.	
e-mail address	To arrange appointments and to send relevant information, if available	id	As Above	As Above.	
NOK name and phone number	Data used if client cannot be contacted or they	AUC	As Above	As Above.	

	have requested contact through the NOK instead (e.g. NOK arranging appts. for a client with dementia)				
1st language	Monitoring equal opportunities. Check availability of suitable therapist if different from English	CPTP if referring out to them	As Above	As Above.	
GP surgery	To check eligibility, as we can see only people registered with a Camden GP surgery. Also to contact GP in case this is needed	AUC, CPTP	As Above	As Above.	
Employment status	Monitoring requested by CPTP	id	As Above	As Above.	
Religion	Monitoring equal opps.	id	As Above	As Above.	
Ethnicity	Monitoring equal opps. Monitoring demographics	id	As Above	As Above.	
DOB and age	To check eligibility, as we can see only people 55 and over. Monitoring demographics	id	As Above	As Above.	
Gender	Monitoring equal opps. Monitoring demographics.	id	As Above	As Above.	
Sexual Orientation	Monitoring equal opps. Monitoring demographics	id	As Above	As Above.	
Any disabilities and medical conditions including if Dementia is diagnosed	To provide service appropriate to the client's needs if they are suitable for therapy. Monitoring equal opps. Monitoring demographics	AUC, CPTP	As Above	As Above.	
Details of living arrangements:	Clog stats.	AUC	As Above	As Above.	

number of people living there, the accommodation type					
If the client is housebound	To provide service appropriate to the client's needs if they are suitable for therapy. Monitoring equal opps. Monitoring demographics	AUC	As Above	As Above.	
If the client is a carer	Clog stats.	AUC	As Above	As Above.	
Documents uploaded after therapy has ended. These include the confidentiality agreement signed by the client and a counsellor's report. They may also include relevant communications involving the client and their journey	Core information needed for referring the client out when this may be of benefit to the client or to examine the possibility of re-referring them in if they apply to our services again.	N/A	As Above	As Above.	