

Policy on the Recording of Online Clinical Sessions by Clinicians

Effective Date: 1 May 2025

Review Date: 30 April 2026

Approved by: Dr H Eli Joubert

1. Purpose

This policy outlines the conditions under which clinicians may record online clinical sessions and provides guidance on the storage, use, and disposal of such recordings. It also sets out expectations for service users in relation to recording sessions.

2. Scope

This policy applies to all clinicians conducting online clinical sessions as part of their professional duties within Neurodiversity Assessment Ltd, and to all service users participating in such sessions.

3. Policy Statement

- 3.1 Recording by Clinicians

Clinicians may record online clinical sessions solely for internal purposes, such as aiding the preparation of clinical reports or reflective practice. These recordings are considered part of the clinical record and must be treated with the highest standards of confidentiality and data protection.

- 3.2 Storage and Security

Recordings will be stored securely in an approved cloud-based system that complies with relevant data protection legislation (e.g., UK GDPR and Data Protection Act 2018). Access will be restricted to the clinician and authorised staff as appropriate.

- 3.3 Retention and Deletion

Recordings will be retained for a maximum period of six months from the date of the session, after which they will be permanently deleted from all storage systems.

- 3.4 Consent

Prior to recording, clinicians must obtain informed consent from the service user, clearly explaining the purpose of the recording, how it will be used, where it will be stored, and when it will be deleted. Consent must be documented.

- 3.5 Recording by Service Users

Service users are not permitted to record sessions under any circumstances unless they have obtained explicit permission from the clinician in advance. Any unauthorised recording may be considered a breach of trust and confidentiality and could result in the discontinuation of services or further action, as appropriate.

4. Responsibilities

Clinicians are responsible for ensuring that any recordings are handled in accordance with this policy. Service users must respect the terms of this policy as part of their agreement to engage in online clinical sessions.

5. Breach of Policy

Any breach of this policy, by clinicians or service users, may be subject to investigation and appropriate disciplinary or legal action, depending on the nature and severity of the breach.

6. Review

This policy will be reviewed annually or in response to changes in legal, regulatory, or operational requirements.