

## Emma Harper | Information Matrix

As a client or potential client of Emma Harper I will require to hold certain personal data. The matrix below details what information is held on my electronic and paper systems.

Item	Clients	Enquiries	Mailing List	Electronic	Paper
Name	x	x	x	x	
Address	x			x	
Phone no, (mobile)	x	x		x	
Email Address	x	x	x	x	
Date of Birth	x			x	
Consent to Treatment form	x				x
Therapeutic Outcome	x	x		x	
Session records	x	x		x	
Payment records	x			x	
Email correspondences	x	x		x	
Relevant Diagnostic forms	x				x