

BPC Retention Policy on Fitness to Practise documentation

Overview

1. The British Psychoanalytic Council (BPC) is the UK's leading professional association and accredited public register for psychoanalytic psychotherapy. The BPC is a voluntary accredited register; registering psychoanalytic psychotherapists and psychodynamic psychotherapists and is accredited by the Professional Standards Authority (PSA).
2. The core functions of the BPC are to:
 - Set and maintain standards of practice and conduct;
 - Maintain a register of qualified psychoanalytic and psychodynamic psychotherapists ('Registrants');
 - Assure the quality of education and training provided to Registrants by their MI's;
 - Require Registrants to keep their skills up to date through continuing professional development;
 - Handle complaints and concerns raised against Registrants and issue sanctions, where appropriate to protect the public, act in the public interest and uphold the standards of the profession and maintain public confidence in the profession.
3. The BPC's Council of Member Institutions ('MI') agreed to the introduction of a centralised Complaints Procedure in 2007 and conferred responsibility for considering complaints raised against Registrants to the BPC.

Purpose

4. The purpose of this document is to set out the reason(s) why and for how long the BPC retains data regarding Fitness to Practise complaints.
5. In accordance with the General Data Protection Regulations 2016 (GDPR), individuals have the right to be informed about the collection and use of their personal data. This is key to the transparency requirement under GDPR.
6. Where the BPC collects or receives personal data, it will ensure that the people whose personal data it is are told why we need their personal data, how long it will be retained for, and who it will be shared with.
7. In addition, the BPC publishes a privacy statement on the website and the relevant link is as follows: www.bpc.org.uk/privacy-policy/. The BPC's privacy statement explains in detail how, and why the BPC collects and uses personal data and the legal basis for the BPC's work. It also tells people what their rights are and how they can complain if they are dissatisfied with how the BPC is handling their personal data.

Timescales

8. Personal data, in connection with Fitness to Practise complaints alone will be retained by the BPC for:
 - 10 years where no sanction is imposed, or the sanction has successfully been appealed;

Or

 - Indefinite retention or retention until the Registrant's death where a sanction has been imposed by a Hearing Panel or Practice Review Procedure Panel.
9. At the end of the 10-year period or on the Registrant's death, the personal data will be securely disposed of by the BPC.

General

10. All BPC staff members are accountable to their managers for compliance with this policy and with related policies and guidance.
11. All staff have a responsibility to manage records in a manner which is consistent with the retention schedule outlined above.

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