



In collaboration with  
The Linehan Institute USA

## **Board of Accreditation Confidential Information Policy Society for Dialectical Behaviour Therapy UK and Ireland (SFDBT)**

### **Applications**

Applications can be circulated to members of the Board of Accreditation (BOA) for the purposes of the accreditation process. The sharing of information will be done through a secure Onedrive location (see Onedrive's policy on business accounts).

Documentation is stored on Onedrive for the period of application, accreditation and for 1 year after this date. It is then deleted. In the event that the application is unsuccessful the information will be kept for three months (to allow for resubmission) after which it will be deleted.

Accredited members will have their names displayed on the website. They can also opt in (by returning the consent form) to having their contact information displayed on the website. It is the responsibility of the applicant to inform the society in writing if this information changes or if they want it removed. Details of accredited members (except name) will be removed from public view on request, allowing due time for the administrative process (up to a maximum of one month).

If the society receives a request from a third party for information about a therapist's accreditation status the society will inform that party of the therapist's membership status.

### **Written material**

Any written information transmitted about a client in the process of applying for accreditation needs to be anonymous. Any written information submitted with more than initials will be returned and deleted immediately. When therapists are submitting chain and solution analysis of their own therapy interfering behaviour, they will refer to themselves as "therapist".

All items will be submitted through a password secure Onedrive folder, unless this contravenes the local data protection policies of your agency in which case the method of submission needs to be agreed beforehand. Please email [accreditation@sfdbt.org](mailto:accreditation@sfdbt.org) with your organisation's suggested arrangements for transfer if this is the case.

Case formulations and chain and solution analysis will be reviewed directly from the Onedrive and not downloaded to local computers. The material will be



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retained until the entire application is approved or denied. Once that process is complete, case formulations and chain and solution analysis will be deleted from the Onedrive folder.

## **Recorded Sessions**

Recordings submitted to the society must be in line with your organization's policies. The preference of the SfDBT Board of Accreditation is to receive this material through our secure Onedrive. If your organization permits, you may transfer password-protected files via the Internet to the SfDBT secure Onedrive. You will receive access to the folder to upload the recordings, and your rater will get access directly to the folder. A password is sent to your email for you to be able to access the folder and confirm it is your email. Please check your junk box for it, it might accidentally be sent there. Files will remain in the Onedrive. They will not be downloaded locally.

If this process contravenes your organization's policies we will accept encrypted material if this has been agreed with the society in advance. If you submit an encrypted memory stick you must submit this via recorded delivery and submit a self-addressed stamped envelope for return. Once the session is received you will be prompted to provide a password via text to a number given to you. Sessions will not be locally downloaded, but rather they will be listened to directly from the memory stick. Once the sessions are listened to, the memory stick will be posted back to the applicant by recorded delivery, which you will have arranged for prior to sending the memory stick. If your organization has additional requirements these need to be discussed and agreed before the material is submitted.

If you must submit a memory stick you will be given the address to send it. Once the reviewer receives the memory stick they will keep it on a locked container. The memory stick will be returned as soon as the sessions are reviewed. You will receive an email to let you know that the stick is on its way to you and the details of the recorded delivery.

**Board of Accreditation**  
**6.9.19**

*Updated 01/05/2022*