

# Bio Energy Academy of Dublin

## Record Card Details

Buy a box of Record cards and put the following information on for every client.

### Date

Client number:

Name:

Address:

Phone number:

Email address:

Date of Birth:

Relationship status:

Occupation:

Dependents:

Medical Problem:

Duration:

Pre-existing Health problems:

Duration:

Medication:

Other Therapies:

Known Allergies:

Known food intolerances:

What does the client wish to achieve?

Session dates:

Booster treatments

- 1.
- 2.
- 3.
- 4.

- 1.
- 2.
- 3.
- 4.

### **General Data Protection Regulations 2018 (GDPR)**

All therapists must keep records for 7 years and they must be stored in a secure safe place and may have to be produced in a court room. Keep your writing clear and use a pen. If the client is under 18 years of age you must keep the records for 7 years after their 18th birthday. It is imperative that you are insured when qualified, you must insure yourself as a Bio Energy Therapist. You must also advertise your privacy policy/statement on your website and/or fb business page. Your privacy policy must state what data you retain, why you retain this data, where you retain the data and for how long.

**Name of student:**

**Signature**

**Name of Lecturer: Helen O'Flinn**