

# UK Mindfulness Centres Collaboration

Mindfulness-Based Cognitive Therapy (MBCT) Teacher Training for NHS Talking Therapies (formerly IAPT) Services

2025-2026



## ***Information governance guidance relating to the creation, storage, transmission and deletion of clinical recordings***

### *Introduction*

1. This document has been developed with reference to national best practices concerning information governance, information security, confidentiality, records management and data protection. The document was informed by exemplar guidance from other NHS Trusts and has been aligned with relevant policies and practice of Sussex Partnership NHS Foundation Trust (the lead Trust for this training collaboration), the British Association of Mindfulness-Based Approaches (<https://bamba.org.uk/>), the Mindfulness Network (<https://www.mindfulness-network.org/>) and the Oxford University Department of Psychiatry (<https://www.psych.ox.ac.uk/>). This policy is compliant with the General Data Protection Regulation (GDPR) and Data Protection Act (2018).
2. We are aware that technological developments progress quickly, and this document is subject to revision should technological advances offer more secure means to store and transmit data.
3. Mindfulness-based Cognitive Therapy (MBCT) is a group-based intervention that the National Institute recommends for Health and Clinical Excellence for relapse prevention in individuals with recurrent depression (NICE: 2004, 2009, 2022) and for the treatment of mild to moderate depression (NICE: 2022). Health Education England has commissioned MBCT training for High-Intensity therapists working in NHS Talking Therapies (formerly IAPT) Services across England.
4. The programme of training runs between April 2025 and March 2026 and is being provided by the *UK Mindfulness Centres Collaboration*. The training comprises three MBCT training centres, working together with the UK Mindfulness Network and the Oxford Mindfulness Foundation See: <https://sussexmindfulnesscentre.nhs.uk/train-to-teach-mindfulness-and->

[mindful-self-compassion/mbct-in-nhs-talking-therapies-services-formerly-iapt/](#) for further information.

### *MBCT course requirements*

5. In MBCT training, as in many other therapeutic pieces of training, it is standard practice for trainees to record the clinical sessions they deliver and use these recordings for reflective practice and as material to discuss in supervision. During this year-long training programme, trainees will need to teach two complete MBCT 8-week clinical courses.
6. Trainees will deliver these MBCT courses face to face or online. Considerations of clinical suitability, COVID-related safety, feasibility and service restrictions on the recording should be taken into account in deciding whether to run the courses face to face or online. At the time of writing, the training programme permits the submission of face to face and online groups. This policy will be kept under review.
7. The delivery of online MBCT groups should be conducted in line with service governance. Where possible, the training programme recommends using zoom or Teams as a platform. The online recording will need to follow service governance requirements.
8. Trainees will be expected to record both courses and share excerpts of the material with their supervisors. Supervision will generally be one to one or one to two, and via video conferencing. The entirety of the recording of one of these courses will need to be submitted to the Oxford Mindfulness Foundation for an assessment of competency using the Mindfulness-Based Interventions-Teaching Assessment Criteria (MBI-TAC) rating tool.
9. All recordings must be made, stored, transmitted, and deleted according to the guidance outlined in this document and adherence to policies of the employing organisation. The trainees, their supervisors and involved staff at the Oxford Mindfulness Foundation have agreed to adhere to these guidelines and best practices.

### *Patient privacy and consent*

10. Trainees will consult their workplace supervisor and manager in good time to ensure they can act in full accordance with their employer's policies and procedures. This will include recording, marking, transporting, storing and deletion of recordings, and they must participate in relevant mandatory training recommended by their employing organisation.
11. When groups are conducted face to face, every attempt must be taken to exclude images of group participants in the recordings, but participants' voices must be audible. When groups are conducted online, recording can occur similarly with the camera pointing at the trainee teacher with participants audible but not visible. Online recordings on the online platform itself are permissible where the trainee's Trust's policies allow it and where consent to

be made visible and audible has been gained from all participants.

12. Trainees are required to gain informed consent from all participants in their MBCT groups using the form provided in Appendix 1 (if acceptable to the employer) or otherwise using the employer's form. These forms will contain identifiable patient information and therefore need to be kept securely in the workplace.
13. After consent has been gained from all group participants, trainees must sign the 'confirmation of consent to recording' form (Appendix 2) and submit it to their supervisor and the Oxford Mindfulness Foundation (for their assessed course). The confirmation of consent form must not contain any patient identifiable information.

#### *Transfer of recordings*

14. If a recording has been made from a standalone recording device or an online platform, it may record straight to the machine's hard drive. If this is the case, the recordings should be transferred without delay onto either i) a USB encrypted Safestick or ii) a secure, password-protected section of the employer's network. Recordings should be immediately deleted from the machine's hard drive once they have been transferred.
15. Recordings should be shared with supervisors using the employer's secure network. It should be reiterated that the recorded material is confidential and must not be seen or heard by other people under any circumstances.

#### *Storage of recordings*

16. Recordings held on USB Safesticks should be kept safely with the trainee or in an appropriate locked cabinet. They should never be left unattended in cars or unlocked storage. Recordings should never be sent by email.

#### *Submission of recordings*

17. Trainees will submit the recording of their assessed MBCT course to the Oxford Mindfulness Foundation (OMF) via an online cloud that complies with the governance policies of trainee's Trust. Ideally this would be sharepoint. Alternatively, they can be submitted on an encrypted USB Safestick via secure delivery service or courier. Submission of the recording should occur within two weeks of completion of the course. Site leads should be informed when the submission takes place.
18. Please read the accompanying OMF document: 'Applying for an assessment of competency to teach MBCT: for NHS TT trainees' document for further information about the assessment process and the storage of recordings.
19. If a trainee fails to pass the competency assessment, one further submission may be made later. Any re-submissions should also follow the guidance outlined in this document.

### *Deletion of recordings*

20. As soon as a recording is no longer needed, it must be deleted. If the whole of the first MBCT group has been recorded, it should be kept until the completion of the second group in case the first group is selected to submit for assessment. Recordings sent to OMF for assessment should have a retention period of no more than six months from submission, and the expected date of deletion should be recorded on the consent form.

### *Adherence to information governance policy*

21. Failure to follow the guidance outlined in this document will be highlighted to the training lead and trainee in the first instance, followed by the trainee's manager. Where there is a continual failure to follow the agreed process, this will be escalated to the Caldicott Guardian or person responsible for Data Protection at each organisation so they may undertake a review.

# Appendix 1

## UK Mindfulness Centres Collaboration



### Consent to Recording Form

Mindfulness-Based Cognitive Therapy (MBCT) Teacher Training for NHS Talking Therapies (formerly IAPT) Services 2025-2026

#### Why am I being asked for permission to record?

It is essential to ensure that staff providing Mindfulness-Based Cognitive Therapy (MBCT) receive supervision and that their skills are assessed and monitored to ensure the quality of service to clients.

The training programme that your therapist is currently undertaking aims to provide post-qualification training in evidence-based MBCT for adults who have experienced recurrent depression. The training aims to equip therapists to become skilled and effective MBCT practitioners, following The British Association for Mindfulness-based Approaches Good Practice Guidelines: <https://bamba.org.uk/good-practice-guidelines/>

The Centre for Mindfulness at Brown University, USA, the Oxford Mindfulness Foundation, and the Centre for Mindfulness Research and Practice (CMRP) are building a bank of teaching practice recordings of teachers and students that can be used within training collaborations MBCT in NHS Talking Therapies Training. The recordings will be used in carefully selected ways in training i) assessors to reliably use the Mindfulness-Based Interventions: Teaching Assessment Criteria (MBI: TAC) and ii) mindfulness-based teachers who train with CMRP, Brown and Oxford (who are partners in the MBCT in NHS Talking Therapies collaboration). All participants in training where recordings are used will agree to utmost confidentiality regarding the identity of teachers they see. The viewing of such recordings is conducted respectfully, emphasising the teaching process rather than the teacher. It is understood that the recordings are of one moment in time and do not reflect more broadly on the teacher. So, for example, in any recordings shared, trainees will be aware that this may be one of the first times that person has taught. As far as possible, recordings will be selected to ensure that training participants do not know the teacher they see. All recordings will be stored securely.

#### How will my data be protected?

There will be no identifying written material, and therapists will take all reasonable steps to ensure that the external camera is focused solely upon themselves during the sessions. Where recording takes place on an online platform, your consent will be sought explicitly for

this. Anyone viewing a recording is required to maintain confidentiality concerning its content. The recording will be stored under certain conditions.

To help ensure high standards of practice, your therapist is receiving regular supervision from trained and experienced MBCT teachers and is required to regularly video record their teaching for assessment and supervision. The recordings are used to study precisely how the MBCT teaching was provided to you. The therapist has a supervisor/assessor to monitor skills, give feedback, and provide proper supervision to fine-tune the teaching sessions to enhance the therapist's skills.

The UK Mindfulness Centres Collaboration also uses recordings of teaching sessions as part of the formal assessment on the training programme in conjunction with the Oxford Mindfulness Foundation. With your permission, recordings could also be used to train future mindfulness teachers.

### **What am I consenting to?**

You can consent to recordings of your MBCT sessions being used for clinical supervision, assessment and training. Consent can be withdrawn at any point without reason being given. If you agree to participate, please tick the box next to the purpose(s) for which you consent to the recording being used and sign and date the consent form.

Feel free to ask your therapist to explain anything above or below that you have difficulty understanding.

I (insert client name) \_\_\_\_\_

understand that (insert therapist name) \_\_\_\_\_

is currently undertaking specialist post-qualification training in Mindfulness-Based Cognitive Therapy (MBCT). As part of this training, his/her supervisor/assessor will observe recordings of their therapy practice.

*I consent to sessions being video recorded for the purpose(s) indicated below. I consent to my chosen on-screen name and image being visible in online recordings where this is unavoidable. The facilitator has discussed this with me, and I am aware of selecting what identifying information I display online about my identity.*

*All recordings will be stored following the Data Protection Act (DPA), 2018. I give my consent to understand that the recording will be kept confidential and stored securely.*

*I know that the recording will be erased once the specified purpose(s) have been fulfilled. Most recordings will only be used for supervision and assessment during this training programme, but sections of the recording may be kept for ongoing use if used for future training cohorts. Recordings kept for supervision and assessment of your teacher will be kept for 6 months. I understand that if I consent to recordings for training too, these may be kept for up to 5 years. I know that I can consent to recordings for supervision and assessment but not training. I may withdraw my consent at any time and have any contributions I may have made edited out. I understand that it will not form part of my health record or be subject to any requests I may make to access my health record.*

**Purpose: Supervision**

- I consent to the use of recordings for supervision by my therapist's supervisor/s.

**Purpose: Assessment**

- I consent to the use of recordings and accompanying written material for assessment on the programme which my therapist is undertaking.

**Purpose: Training**

- I consent to use selected sections of recordings being used to train future mindfulness teachers, supervisors, and assessors.

Signed Client: \_\_\_\_\_ Date: \_\_\_\_\_

Signed Therapist: \_\_\_\_\_ Date: \_\_\_\_\_

This agreement has been discussed with me by .....

on:    /        /

Copy to client                      Date:    /        /                      Copy for client file                      Date:    /        /

*(Adapted from University of Reading Consent Form, 2012)*

# Appendix 2

## UK Mindfulness Centres Collaboration



### Confirmation of consent to recording form

Mindfulness-Based Cognitive Therapy (MBCT) Teacher Training for NHS Talking Therapies (formerly IAPT) Services

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#### Therapist Statement

I certify that I have conducted this clinical work in line with the appropriate professional practice guidelines, Codes of Ethics [e.g. BABCP Standards of Conduct, Performance and Ethics] and workplace policies, which have been strictly adhered to in making the recording and seeking permission for use.

I confirm that I have gained the consent of all participants in the MBCT group that I have recorded for use in:

- Supervision
- Assessment of my competency
- Training Purposes (as specified in Appendix 1)
  
- I further give my consent for the recordings to be retained for up to 5 years and used for training purposes.

Signed:.....(Trainee/Therapist)

Name:.....

Date:.....