

Psych-Logic Privacy Notice (Therapy)

Nicole Hampton, Clinical Psychologist and Forensic Psychologist, provides psychological assessment, treatment, consultancy, supervision and training services via Psych-Logic Consulting Ltd. This privacy notice provides information about how personal data we collect about you is processed by us, in order to comply with the UK General Data Protection Regulations (UK-GDPR).

Our ICO registration number is Z1719968

Please contact Nicole Hampton at admin@psych-logic.co.uk with any questions or requests about the personal information we process.

Your rights:

We are committed to protecting your rights to privacy. They include:

- Right to be informed about what we do with your personal data.
- Right to have a copy of all the personal information we process about you.
- Right to rectification of any inaccurate data we process, and to add to the information we hold about you if it is incomplete.
- Right to be forgotten and your personal data destroyed.
- Right to restrict the processing of your personal data.
- Right to object to the processing we carry out based on our legitimate interest.

Personal data we collect and where this comes from:

We collect information about you because you are a patient or client of ours. We record details discussed during assessment and treatment so that you and your therapist can keep a track of your treatment needs and progress your treatment accordingly. We may also be responsible for providing reports to third parties, for example if you are involved in Court Proceedings. Taking notes means we do not need to rely upon our memories and can be more reliable in our reporting.

Other information collected may include:

- Your name, date of birth, contact details (telephone, email, home address).
- Health insurance details.
- Health information (inc. medical conditions, medication, psychological history and current difficulties).
- Information about race, ethnic origin and sex.

Some personal data may be provided by your health insurance providers, or third parties in legal proceedings where relevant. Other data we will collect from yourself and any third party you may consent to be involved.

We collect and process this data because it is in our legitimate interests to do so as an expert witness in your case, your treating therapist, consultant or trainer. We may need to see and analyse this information in order to carry out an assessment of your needs and/or to deliver psychological therapy.

With regards to “special category data” (such as health records and information concerning race, ethnic origin and sex) we rely on this being necessary for the purposes of the provision of health or social care or treatment, in addition to our legitimate interest.

Other personal data:

We also process personal data pursuant to our legitimate interests in running our business such as:

- Invoices and receipts
- Accounts, VAT and tax returns.

Storage of your personal data:

All personal information provided is stored in compliance with UK GDPR rules.

We do not keep your data for longer than is necessary.

Personal data in assessment and therapy cases (such as referral information and therapy notes) is retained, where necessary, for 7 years in compliance with our professional indemnity obligations. Where this is not necessary, it is destroyed on the conclusion of therapy.

Administrative data is retained for up to 6 years as necessary, in the unlikely event there are queries from HMRC and the VAT commissioner. Where it is not necessary to retain the data for six years, it is destroyed as soon as possible.

Whom do we share personal data with?

We take your privacy very seriously. We share data internally on a strictly 'need to know basis'.

Special category data held electronically is encrypted with restricted access. Hard copy data is also stored securely with restricted access.

We do not share personal data with anyone external to the organisation, other than with:

- Third parties who have instructed us for the purposes of providing an assessment/treatment report on you, and you have consented to this.
- Health insurance providers for the purposes of billing and updating on progress where required.
- Relevant authorities when the information concerns risk of harm to yourself, or others. We will discuss such a proposed disclosure with you unless we believe that to do so could increase the risk to you or someone else.
- Services providers such as administrative support workers and typists, who have sign confidentiality contracts binding them to comply with GDPR.
- Accountants, HMRC and the VAT Commissioner as they require.
- Under legal obligation to a Court Order.

Further information, queries or complaints:

If you have any concerns about the way your personal information has been processed, please contact Data Controller:

Nicole Hampton, Psych-Logic Consulting Ltd, Shifnal Road, Priorslee, TF2 9FT. admin@psych-logic.co.uk

If you are not satisfied with the response, and wish to make a complaint, you may contact the Information Commissioners Office on 0303 123 113.