

Privacy Notice

Important Information

In my role as your psychologist, I will hold personal information about you. This privacy notice explains how I look after your personal information, informs you about your privacy rights, and explains how the law protects you.

It is important that you read this privacy notice so that you are fully aware of how and why I am holding and using your personal information.

Personal Information That I Obtain

Personal information means any information about an individual from which that person can be identified. I may obtain, use, store, and transfer different kinds of personal information about you:

- **Identity and Contact Information:** Name, marital status, title, date of birth, gender, address, email, telephone numbers.
- **Professional Contact Information:** Details of other medical professionals (e.g., GP) involved in your care.
- **Psychological Therapy Information:** Information used in therapy, including information provided to or generated by me during therapy.
- **Financial and Transaction Information:** Bank details, payment card details, invoice amounts, and payments.

In the course of your therapy, I may also obtain **special category data**, including:

- Racial or ethnic origin
- Religious or philosophical beliefs
- Trade union membership
- Health-related data

- Data concerning sex life or sexual orientation

It is important to keep your personal information up to date and accurate. Please inform me of any changes.

How I Obtain Personal Information

I may obtain personal information from:

- You
- Your GP, psychiatrist, or another medical practitioner
- Publicly available material

How I Use Your Personal Information

I use your personal information for the following purposes:

- Providing psychological therapy
- Managing my private practice
- Meeting professional, regulatory, and legal obligations, including professional supervision
- Regulatory or legal proceedings
- Safeguarding you or others from harm

The Legal Basis for Using Your Personal Information

I will only use your personal information when there is a **lawful basis**, including:

- My legitimate interest in providing psychological therapy
- Performance of a contract
- Compliance with legal obligations

For special category data, I rely on lawful bases such as:

- Providing healthcare and treatment
- Providing a confidential therapy service
- Safeguarding individuals from harm
- Compliance with professional reporting obligations

How Long I Keep Personal Information

I generally hold your personal information for **seven years** after our clinical relationship ends unless:

- There are safeguarding concerns
- There is a possibility of legal or regulatory proceedings
- I have an ongoing legal obligation

Who I Share Personal Information With

I only share personal information when necessary, including with:

- A GP, psychiatrist, or medical practitioner involved in your care
- My supervisor (for professional supervision)
- Relevant organizations in safeguarding situations
- Insurance providers (for practice management)
- Professional regulators (if required)
- Legal authorities (if legally obligated)

How I Protect Your Personal Information

I implement security measures to prevent unauthorized access, loss, or misuse of your personal data. If there is a suspected breach, I will notify you and the relevant authorities as required.

Your Legal Rights

You have the following rights regarding your personal information:

- **Access:** Request a copy of your personal data.
- **Correction:** Ask for corrections to inaccurate or incomplete data.
- **Erasure:** Request deletion of personal data under certain conditions.
- **Objection:** Object to processing based on legitimate interests.
- **Restriction:** Ask to limit the processing of your data under specific circumstances.

These rights are subject to legal exceptions. If you make a request, I will explain any applicable exceptions.

If you have concerns, you can make a complaint to the **Information Commissioner's Office (ICO)** via www.ico.org.uk. However, I would appreciate the opportunity to address your concerns first.

Changes to This Privacy Notice

This privacy notice is reviewed regularly. It was last updated on **3 February 2025**.