

PRIVACY POLICY

This privacy policy outlines how You Clinical Psychology will collect, use, store and safeguard the data from visitors to my website. By using my website, you consent to the data practices outlined in this policy.

General Data Protection Regulations (GDPR) were introduced on 25th May 2018 to cover the data privacy of all UK and EU citizens. Under these regulations, I am required by law both to follow these regulations and to inform you of how I will protect your data and your privacy. I am registered with the UK Information Commissioner's Office (ICO) as data controller and my registration number is:

Dr Sarah Major: **ZA756559**

1. Why do I collect information from your use of my website?

I collect the information from your use of the website for the purposes of:

- *Enabling me to administer my website and business and to provide a service to you.*
- *Effectively managing queries or complaints about my website.*

With respect to information submitted to me through your use of the 'Contact Me' form, I have a lawful basis for holding and using your information in relation to the delivery of a service to you as a healthcare professional.

2. What is my policy regarding the use of cookies on my website?

You Clinical Psychology website uses cookies only where absolutely necessary to display information. They are not used on my website for storing data about anyone viewing the site. If you block or delete cookies this may have a negative impact upon the usability of some features on the site.

3. What assurances do I offer regarding the security of information provided to third-party websites?

I have provided for your information, hyperlinks and details of useful, third-party websites. I have no control over and am not responsible for the privacy policies and practices of third parties.

4. What information do I collect from your use of my website?

When you use my website, information is automatically downloaded from your computer. This includes:

- *Your computer's IP address, number of visits made to the website, geographical location, page views, browser type, operating system and referral source.*
- *The date, time and frequency of your contacts.*

PRIVACY POLICY (cont)

If you choose to send me information through the 'Contact Me' form on my website, this may include personal and potentially clinically-relevant information. I have taken all reasonable precautions to ensure that your personal information is not altered, lost or misused. However, as the transmission of information over the internet is inherently insecure, I cannot guarantee the security of data sent in this way. I would therefore encourage you not to send highly-sensitive information (e.g. personal information or bank details) through my website.

Please note that before you disclose any personal information about another person, you should seek that person's consent to both the disclosure and the processing of that information in accordance with this policy.

5. What do I do with the data I collect from your use of my website and how do I keep it secure?

When I store information that I collect from you, this will be in the form of paper or electronic records which may include a database, and will be done in accordance with the legislation set out by the ICO as to what is deemed appropriate and reasonable.

Paper notes will be kept in a lockable filing cabinet which outside agencies do not have access to. Electronic information will be accessed and stored on an encrypted device/hard drive/cloud-based server which outside agencies do not have access to. When away from my devices, I will always lock them or log-off.

On occasion, I may also need to share your data. Data is not shared unless it is for the purposes of supervision or essential to the services that I provide. In general, I do **NOT** share any personally identifiable information with any third party except in the following situations:

- *As agreed by you.*
- *If the information you share with me gives me reasonable concern about your own or someone else's safety, and failure to disclose this information could result in significant harm (this is required of me by law and by my professional bodies).*
- *To the extent that I am required by law.*
- *In order to protect my legal rights.*

If I do share your information with anyone, I will email it from an encrypted email address, or send it by post to an address I have checked before I send it.

Because of the nature of my work, I recognise that you may give me sensitive information and so I have ensured that I have password and firewall protected servers, additional security software on my website (https and SSL encryption), and my website host is 100% GDPR compliant.

PRIVACY POLICY (cont)

6. How long will I keep any information collected from my website?

Your information will be kept for the time necessary to provide the service requested, but outside of this I will hold your details and notes for a further period of 7 years following the end of treatment to meet the legal obligations of my insurers. The only exception to this is:

- *If I believe that the documents may be relevant to any legal proceedings.*
- *In order to protect my legal rights.*

After these time limits all data will be securely deleted.

7. What are your rights in regard to the data I hold about you?

You have the right to verify the accuracy or to ask for your records to be supplemented, deleted, updated or corrected.

You can request (in writing, verbally, in person or by phone) a copy of any personal information that I hold about you. Information will be provided to you within 30 days. In order to do this, I request:

- *Evidence of your identity (e.g. a photocopy of your passport certified by a solicitor or bank) and evidence of your current address (e.g. a recent utility bill).*

I may withhold personal information that you request as far as the law permits.

You also have the ability to complain to the Information Commissioners Office (ICO) if you feel concerned about how your data is being handled. Further details of your rights can be obtained by visiting their website at ico.org.uk

8. Further questions

After reading this policy, if you have any questions please get in touch with me via the contact details on my website.

Updating my policy

I may, at times, update this policy either due to changes in the law or recommendations and will publish a new version on my website. You should check this page occasionally to ensure you are happy with any changes to this policy.

Dr Sarah Major CPsychol AFBPsS

Chartered Clinical Psychologist
January 2023