Privacy Policy

We take your privacy very seriously, and so we would encourage you to read this policy carefully because it contains important information about:

- what personal information we collect about you and why
- what we do with your information, and
- what your rights are

We adhere to the latest General Data Protection Regulation (GDPR) laws and the codes of practice outlined by the Health and Care Professions Council (HCPC). Where we use the term 'you' this refers to both parent and child. Where we use the term 'we', we refer to all clinicians working at The Specialist OCD Clinic.

What information do we collect?

We collect and keep:

- personal data (basic contact information, such as name, address, email, contact number, GP contact details and school)
- sensitive data (e.g. brief notes from our therapy meetings, questionnaires/outcome measures and any letters or reports)
- any information given to us via email or the website enquiry form or email

If you give us information about another person, you confirm that the other person has appointed you to act on their behalf, and agreed that you consent on their behalf to the use of their data in accordance with this privacy policy.

Why we keep this information

We are required by our professional body (HCPC) to keep information about clients and our work together. We will need to keep certain information in order to respond to further information requests, set up initial assessments and to provide a therapy service. Information is also used for invoicing and processing payments, and in some cases to help prevent serious harm.

The lawful basis for processing information: we have a legitimate interest for processing this information in order to provide you with health treatment. Please see the Information Commissioners Office (ICO) if you would like more information about this: www.ico.org.uk

What do we do with your information?

Will your information be shared?

We keep the information you give us confidential. This means we do not normally share this information with anyone else. We may share information with your doctor, psychiatrist, insurance company or other third party, if you have consented for us to do so. There are exceptional circumstances which mean we may need to share personal information with relevant authorities without your consent:

- When the need for disclosure is in the public interest, to prevent a miscarriage of justice or where there is a legal duty such as a Court Order.
- Where there is risk of harm to yourself, or to another adult or child. If this need arises, we will try to discuss this with you first, unless doing so leads to an increased risk of harm.

As Clinical Psychologists we are required to have clinical supervision in order to ensure we are delivering therapy and treatments appropriately. Supervision involves us discussing aspects of the therapy and work we are doing with an appropriately qualified clinical supervisor who must also adhere to the same codes of conduct as we do.

How do we keep your data secure?

We use technological and organisational measures to keep your information secure.

Whilst we use all reasonable efforts to secure your personal data, the majority of our work is completed using the internet (e.g. Skype/ Zoom/ MS Teams/ email systems/ website contact forms) and we cannot guarantee sharing of any personal data using the internet will be entirely secure. If you have any particular concerns about your information, please contact us using the details below.

How long do we keep data?

We do not keep personal data for any longer than needed. Therefore, we will keep data for the duration of our work and for one year following the end of any therapy. This is to enable you to contact us for letters, or in case of needing further sessions. After this time all personal information and notes will be deleted.

Your data protection rights

- You have the right to request a copy of the information that we keep about you and to receive this within a month of request. There will be no fee payable for this information.
- You have the right to have your personal information corrected if you believe it to be inaccurate.
- You have the right to ask us to stop contacting you
- You have the right to complain to a regulator if you think we have not complied with data protection laws. You can direct any complaints regarding this to ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Consent

The ICO state that in the UK only children aged 13 or over are able provide their own consent. For any child under this age we will require consent from whoever holds parental responsibility.

If you have any questions about this policy please contact us on admin@thespecialistocdclinic.co.uk.