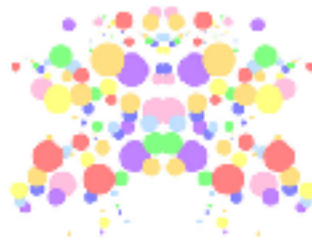


THE LITTLE THERAPY ROOM



Dr Naira Wilson Chartered Clinical Psychologist D.Clin.Psych. C.Psychol;

BSc (Hons) Psychology (Registered with the HPC and BPS)

Data Protection Policy

This document provides information relating to how The Little Therapy Room handles your personal information. The information that we hold is confidential and often sensitive in nature. It is important you are aware how the information you provide is protected. We process information in compliance with the General Data Protection Regulations (GDPR) and any information you provide is safeguarded under this regulation.

We need to record information in order to provide you and your child with a service. We do not use this information for any other purpose. At initial contact and during the first meeting we will ask for some personal information (such as date of birth, address, school, GP, health care 11 provider) as well as information about the difficulties experienced by your child, your family, including information about your child's development and any concerns and risks - this is classed as sensitive information.

We will only share your personal data with other professionals with your consent (please complete the consent form attached) unless there is a legal reason that we must comply with. People we might share information with include your child's GP, school, CAMHS/PCAMHS, Social Services, or other private professionals such as a Psychiatrist. Our normal working practice is to provide you with a copy of any letters that we write.

We keep your information secure physically (ensuring that the paper file is locked away) and digitally (using XTS-AES-128 encryption with a 256-bit key).

We try to limit personal information provided by email, as we are aware that email is not always secure. We will only provide letters via email with explicit consent from you. If we do not get specific instructions, we will assume you are happy for letters to be emailed to you.

We have to keep information until your child is 25 years old (or 26 years old if they were 17 years old when they started working with us). This is so that your child can apply to see their record when they are an adult if they wish to.

After we finish working with you, Dr Wilson will follow you up in three months time to review how your child is and to request anonymous feedback to help improve the service. Please let us know if you would rather not be contacted for these purposes.

After we have stopped working with your child, we will convert their paper file to a digital form and shred the paper file. The file name indicates the deletion date and will be destroyed upon this date without re-accessing the data unless you return for future work or request access to the file.

You have a right to request a copy of the personal information that we hold about you and have any inaccuracies corrected. We reserve the right to make a nominal charge for such information requests. Any such requests should be made to this email address:
drwilson@thelittletherapyroom.com

I hereby consent to the terms of the privacy notice and understand that The Little Therapy Room will act within all current legislation to keep our data safe.

Signed.....

Date..... Print name.....