**Privacy Notice**

Respecting your privacy is of central importance to me. This notice lets you know what you can expect me to do with your personal information.

I am a data controller registered with the Information Commissioner's Office. My registration number is ZA464548.

***Information I may hold about you***

* The information I hold about you may include:
* Your full name
* Date of birth
* Contact details (address, email, telephone number)
* GP details
* If relevant, your healthcare insurer and membership number
* Emergency contact details
* Information and correspondence from other healthcare professionals sent to me as part of your referral to me or during the course of our therapy.
* Brief, anonymised notes of our sessions
* Completed psychometric / outcome measures that we may complete together.

This information will usually be given to me by you.

I may also receive information about you from:

* other healthcare professionals, for example, if you are referred to me by a GP or a specialist
* your insurers
* your family, friends or partner

I will not disclose information about you to others without your consent, unless I am concerned there is a serious risk of harm to you or anyone else.

***Why I hold this information***

This information will be used to enable me to provide therapy to you, as agreed between us.

The contact information you provide will enable us to arrange appointments and to communicate relevant information outside our session times.

Any background information provided by you or other healthcare professionals and brief notes that I keep about our sessions will inform the treatment I provide.

Details of who to contact in an emergency and your GPs details I keep so that I have people to contact who can help me keep you and others safe if, in the rare circumstance, I have serious and urgent concerns about your or someone else’s safety.

Your contact details and information relating to your insurance will be used to raise invoices and ensure that I receive payment for the services I provide.

***Bases for processing***

I have a number of lawful bases for using this information under data protection legislation:

* the use may be necessary in order for me to be able to provide the therapy services to you as agreed between us
* you may have provided express consent to the use of the information (for example sharing information with your insurance company)
* in very exceptional circumstances, it may be necessary for me to use the information to comply with a legal obligation (for example, a court order)

***Your rights under data protection law***

Under data protection law you have rights I need to make you aware of. The rights available to you depend on the reason for processing your information and are outlined below.  Further detailed information about these rights is available here: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

* You have the right to ask for copies of your personal information
* You have the right to ask me to rectify information you think is inaccurate. You also have the right to ask me to complete information you think is incomplete
* You have the right to ask me to erase your personal information in certain circumstances
* You have the right to ask me to restrict the processing of your information in certain circumstances
* You have the right to ask that I transfer the information you gave me to another organisation, or give it to you in certain circumstances.

Please contact me at if you wish to exercise any of these rights and I will respond to you within a month. If you have concerns about how I have handled any of your data, please contact me in the first instance. You can also contact the Information Commissioner's Office on 0303 123 1113 or by emailing [casework@ico.org.uk](mailto:casework@ico.org.uk)

***Sharing your information***

What we discuss will be confidential and I will only share information with your consent, apart from in exceptional circumstances. If I consider you or someone else could be at risk of serious harm I have a duty to disclose information to others for the purpose of trying to keep you or someone else safe. Whenever possible, I will seek to discuss my plans for disclosure with you first.

During our first session I will seek your verbal consent for me to share your name, contact details, date of birth and, if relevant, your insurance details with my bookkeeper, Charlotte Gaskell of [Clockwork Books](https://www.clockworkbooks.co.uk/) for the purposes of raising invoices and ensuring I am paid for the therapy service I provide to you. Similarly, I will seek your consent for my accountant, Clare Ferris of [Airtight Accountancy](http://www.airtightaccountancy.co.uk/) to see your name on my accounts when she completes my tax return. Charlotte and Clare will not have access to any of the clinical information we discuss during our therapy sessions.

I may seek your consent to share your information with another professional involved in your care.

Where your work is being funded by an insurance company or another third party I will have to share some information (name, address and brief details about treatment) with them for the purposes of invoicing. They may also request a letter detailing the assessment and treatment plan. I will share this with you first.

I might share non-identifiable information about you and our therapy as part of my supervision with another qualified clinical psychologist, namely [Dr Sally Field](https://kingstonpsychologyclinic.co.uk/about-us/). Supervision is a professional requirement, enhances my practice and the service you receive.

***Storage and long I will hold your information***

I will not hold any more information about you than is necessary for the purposes outlined above.

I will store this information for 10 years after which time it will be destroyed. I will keep this under review and when the information is no longer needed to be stored by me it will be destroyed.

Dr Michael Munday, CPsychol, DClinPsy, DipPsych

Chartered Clinical Psychologist

HCPC registration no.: PYL25867

BPS membership no.: 206254