

**Data Privacy Statement**

This statement explains how Harley Clinical Psychology Ltd collects, holds, uses and protects your data and information about you under General Data Protection Regulations (GDPR).

**What data do we collect and hold?**

• We collect your personal data such as name, date of birth, address, telephone number and email address, emergency contact details and GP details.

• We collect personal data from you and any third parties acting on your behalf (such as insurers, solicitors, etc).

• We also collect information about your healthcare, and any information relevant to your psychological healthcare. This may include financial information when making payments to us.

**What do we use this information for?**

• We use this personal information for the purposes of the provision of psychological assessment and treatment services to you.

• It may also be necessary to use the information to assist in managing complaints or litigation relevant to the services that we provide to you.

• Anonymised data may also be used for audit purposes, to monitor and market the clinical effectiveness of our services.

**Who do we share your information with?**

• We may share information with other healthcare professionals involved in your care if there is risk of harm apparent or with your permission.

• Where relevant we may also share information with insurers or others paying for the services that we provide to you. In some cases this may be your employer or solicitor.

• We may also share your information with others who we ask to become involved in providing a service as part of the services that we provide to you.

• In some situations we may be legally required to share information

• If we do share your information, we will make sure that the appropriate data protection standards are complied with.

**How do we protect your data?**

• We ensure that any data that we store is held securely on password protected IT equipment, paper records stored in locked filing cabinets, and/or information stored securely on cloud-based data management systems.

• Where possible we ensure that email attachments with any clinically sensitive information are password protected.

**What are my rights?**

Under General Data Protection regulation (2018) you have the right to request a copy of the data we hold about you - to rectify anything that is incorrect, to request deletion of your data, or to withdraw your consent at any time.

**How do I contact you?**

If you have any queries with regards to data protection or data storage issues, or if you wish to withdraw your consent at any time, please contact: Dr Liz White (Director), 41a Baldock Street, Ware, Hertfordshire, SG12 9DH, contact@harleyclinical.co.uk.