Dr Lisa Moss, Clinical Psychology

**Privacy Policy**

**GDPR and Data Collection, Storage, Retention and Deletion**

**GDPR (General Data Protection Regulation) is the regulation for data protection and compliance and covers the basic data privacy of all EU Citizens.**

**Dr Lisa Moss, Clinical Psychology has mechanisms in place to protect your data, as outlined below:**

**Data collected:** Dr Lisa Moss, Clinical Psychology collects both personal and sensitive data, including personal details (including contact/address information, email addresses and phone numbers), date of birth, family details, personal appearance, lifestyle factors, social circumstances, medication details, physical and mental health details. Occassionally we may also hold details relating to other named peopled that you may provide us during treatment. We will not record their personally identifiable information, unless you specifically require us to, if this is to protect your vital interests.

**Reasons and purpose for processing information:** Personal and sensitive information is collected to enable Dr Lisa Moss, Clinical Psychology to carry out and delivery assessments, treatment and therapy sessions. The information is collected at first contact, during assessment and at each treatment or therapy session.

**Sharing Information:** The information collected will only be shared if it is useful to do so for treatment purposes. Your full consent will be obtained if this information needs to be shared with any other professional or organization outside of our Client Agreement. Information may be shared with authorities if any criminal investigations/convictions should require access to this data.

**Legal basis for processing:** By attending for treatment/therapy, you are providing consent as processing is necessary for the provision of assessment, treatment and therapy. Dr Lisa Moss, Clinical Psychology is bound by the legal obligations of the Health and Care Professionals Council (HCPC) to keep up to date records on each client.

**Storage and Security of Processing:** The information collected by Dr Lisa Moss, Clinical Psychology will likely contain both sensitive and personal information and as such will be subject to the rules relating to such records. All information is held securely and confidentially; that is all electronic information is held on secure devices or a secure cloud based storage system and all paper notes are kept in a locked filing cabinet in a secure office.

If information needs to be sent outside of Dr Lisa Moss, Clinical Psychology this will done via a secure system, such as an encrypted email system that is GDPR compliant, and all documents containing personal or sensitive information will be password protected.

In addition to a secure paper filing system, all electronic systems such as email, cloud storage, website contact form, phone, etc., are all secure, and data stored within them is regularly reviewed, moved into a more central record for the individual it pertains to, or confidentially destroyed if this is deemed suitable.

**Rights of the data subject:** As a client of Dr Lisa Moss, Clinical Psychology, you have rights in relation to the data we hold. If you wish to assert any of these rights, then you should contact Dr Lisa Moss to discuss further. The rights you have in relation to your data are:

* The right to be informed
* The right of access
* The right to rectification
* The right to erasure (right to be forgotten)
* The right to restrict processing
* The right to data portability
* The right to object
* Rights in relation to automated decision making and profiling

**Data retention periods and deletion:** Under common law, Dr Lisa Moss, Clinical Psychology will keep records for six years and for seven years after someone turns eighteen. After this date the data will be securely deleted.

**Process to deal with data breaches:** If a data breach occurs that is likely to result in a rsk to the rights and freedoms of individuals then the Information Commissioners Office (ICO) will be notified. You will also be notified at the same time with details of what has occurred.

**Consent:** When making contact with Dr Lisa Moss, Clinical Psychology all individuals or agencies are assumed to have consented (or gained appropriate consent from the individual) to these terms and conditions and to Dr Lisa Moss, Clinical Psychology collecting and storing the information they send.

All appointments are made through an iCloud based system called Write Upp. Write Upp has the ability to send you an email to inform you when an appointment has been arranged and also a reminder the day before an appointment. Please indicate whether you are happy to give your consent to receive the email reminders from Write Upp:

**Yes**

**No**

Consent for the use of your data as detailed above can be withdrawn at any time, by contacting the Data Protection Officer, Dr Lisa Moss:

[**lisamosspsychology@protonmail.com**](mailto:lisamosspsychology@protonmail.com)

**I have read and agree to the above privacy policy and reserve the right to cancel further appointments at any time:**

**Name:……………………………………………………………….**

**Signature:…………………………………………………………**

**Date:………………………………………………………………….**