

Privacy Policy

This privacy policy sets out how Connected Psychology uses and protects any personal information that you provide us.

Connected Psychology is committed to ensuring that your privacy is protected. Any information you provide Connected Psychology will only be used in accordance with this privacy policy and is always treated as strictly confidential.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. This includes contact information that is used to communicate with individuals and organisations, as well as client confidential data collected or generated by an Educational Psychologist (EP)

Dr Kate Tuner works both as an independent professional and as Locum Psychologist for other companies that provide psychological services. When undertaking work as an Locum Psychologist, Dr Kate Turner will abide by the law, under the guidance and policies used by these organisations.

Should you have any queries in relation to this policy, please do not hesitate to contact us, using the contact details below.

Name and contact details of the Data Controller	Dr Kate Turner - Owner Email: drkateturner@outlook.com
---	---

What personal information we collect	How we collect it	Why we collect it	How we store/process it
<u>Contact details</u> <ul style="list-style-type: none"> Name postal address, email address, phone number organisation name 	Consent form	To deliver our services.	Electronic copies are emailed to Connected Psychology. Where a paper form is returned, this is scanned, and the paper copy shredded. Consent forms are stored securely in electronic files.
<u>Consent details</u> <p>In addition to contact details, consent forms will collect:</p> <ul style="list-style-type: none"> Parent/carer names (i.e. those with parental responsibility) Child/young person's date of birth, Parent/carer/young person signature 	Consent form	<p>Informed consent must be provided before an EP will work with a CYP.</p> <p>The parents or legal guardians must sign a consent form (issued by Connected Psychology) before the EP can work with the child.</p>	See above.

<p><u>Planning meeting notes</u></p> <p>Brief information about the CYP and their situation, family, school's concerns. Where consent has not yet been collected, only the CYPs initials will be used on the notes.</p>	<p>The EP will hold a planning meeting with the EP's school contact where a child / young person (CYP) may be discussed.</p>	<p>To establish whether EP involvement is appropriate and how it can be most useful.</p>	<p>A copy of the school planning record (with the CYP either referred to by name or initials) is kept in the school electronic folder, and a copy is sent to the EP's school contact.</p>
<p><u>Paper notes</u></p> <p>During working with a school/CYP/ parents/carers, the EP may produce some paper based notes/records as part of their assessments.</p>	<p>Consultation and assessment activities carried out with school staff, parents/carers and CYP</p>	<p>To aid memory to contribute towards developing a formulation about a CYP's strengths, needs and context, and to record what is discussed and agreed during consultation.</p>	<p>Much of the handwritten information will be used in producing the written record of involvement (see below) and then shredded when this written record is complete. Where these notes are required for longer, they will be scanned and saved in the CYP's electronic file and paper copies shredded. All paper notes will be kept in a locked filing cabinet until scanned or until EP involvement ends (at which time they will be shredded).</p>
<p><u>Record of involvement</u></p> <p>The EP may produce a written record of activities they carry out. This will include personal, and confidential, information related to the CYP and their family.</p>	<p>Consultation and assessment activities carried out with school staff, parents/carers, CYP</p>	<p>To develop a formulation about a CYP's strengths, needs and context and support the adults/CYP to find a way forward.</p>	<p>An electronic copy will be sent via encrypted email (or via an organisations secure system where relevant) to parents and school. It will be stored securely in the CYP electronic file. Where this written record is requested by other parties, Connected Psychology will seek parental consent for this first.</p>
<p><u>Related CYP documentation</u></p> <p>e.g. SEN Support Plans, School Attendance data, Education Health and Care Plans, reports by other professionals etc</p>	<p>School and parents / legal guardians may provide this additional information.</p>	<p>To support the EP's work with the CYP.</p>	<p>All documents are stored electronically in the CYPs electronic folder. All paper copies are shredded.</p>

<u>Other electronic data</u> e.g Q-Interactive assessment data	Via Q-interactive UK assessment and scoring.	Assessment	This is a securely encrypted, web-based scoring and reporting system administered by Pearson Assessment. Security information about Q-Interactive can be found here: https://www.pearsonclinical.co.uk/q-interactive/q-interactive.aspx?tab=4#Uncompromised_data_security
--	--	------------	--

CYP = Child or Young Person

How long will we hold your information for?

Connected Psychology will keep CYP records and related information in the CYP electronic folder, until the CYP turns 25 years of age. In their 25th year, Connected Psychology will delete the CYP electronic folder, related documentation, and remove them from the CYP master database. Q-interactive data will be held for a period of two years from the time of the assessment and then will be deleted from the system

If an EP works with a client who is aged 18 years or over, their records will be kept for 8 years. In the 8th year following the work, Connected Psychology will delete the client's electronic folder and related documentation.

Further Security information

We use Microsoft Office 365, a Cloud based IT system, to store all electronic files, and for email. Further information regarding how Microsoft are complying with GDPR can be found here: <https://www.microsoft.com/en-us/trustcenter>

Emails will use encrypted systems (such as Egress) wherever possible.

Unencrypted emails will refer to adults under assessment or CYP only by their initials.

Documents including reports will be password protected, with passwords communicated separated from the email that contains the document.

Confidentiality statement

All work undertaken by Connected Psychology is confidential. Information is only shared with the specific consent of the CYP's parent / legal guardian. If disclosure of information is deemed necessary, EPs will aim to obtain specific informed consent from their clients, making the consequences of disclosure as clear and unbiased as possible. There are a number of circumstances where this might not be possible or may not apply: for example where the health, safety, security or welfare of the client or someone else may otherwise be put at risk; and if there are legal or safeguarding responsibilities.

Further information regarding confidentiality can be found in The British Psychological Society, Practice Guidelines, August 2017

Your Rights

- You have the right to access information and/or records that we hold about you/your CYP.
- You have the right to request that your record is rectified if any errors are present.
- You may request for your data to be deleted.
- You have the right to withdraw consent at any time and this will result in all of your/your CYP's data being deleted from the system. (If the Planning Record names the CYP, this will be kept in the school file as a record of the conversation between the EP and School Contact)
- You have the right to complain about our information practices.

If you wish to access your information, inform us of any incorrect/incomplete information or withdraw your consent then please write to Dr Kate Turner at drkateturner@outlook.com

If you have a concern about our information practices, you have the right to complain. in the first instance please contact Dr Kate Turner, Owner, at drkateturner@outlook.com, to discuss your complaint. You can then contact the Information Commissioners Office on 0303 123 1113 or by visiting www.ico.org.uk.