

# Naomi Burgess



The  
British  
Psychological  
Society

Chartered Psychologist



Chartered Educational Psychologist MSc Ed Psych. AFBPsS  
HCPC Registered Practitioner Psychologist  
Accredited Certified AAMET Practitioner 17082008

## [Naomi Burgess: Psychology Privacy Policy](#)

I, Naomi Elaine Burgess am a sole trader offering Educational Psychology Services. I take the collection and storage of your information very seriously and my storage complies with both the Data Protection Act 1998, and also the European General Data Protection Regulations 2018.

Naomi Burgess acts as the Data Controller, and is registered with the Information Commissioner's Office.

### [What information do I collect?](#)

As part of any assessment and/or therapy process I will collect information from you. This will include details such as names, address, contact details, school, ethnicity, and GP. I will also collect information relating to your / your child's physical and mental health. I will take notes during our sessions to help me plan our work.

Some of the information I may collect is classified as sensitive personal data. My lawful basis for collecting this information are 'legitimate interest' and 'provision of health treatment'. I will only use this information in relation to the delivery of a contract to you as a health care professional. The ICO website contains further information on lawful basis for collecting and storing information.

This information will allow me to provide an assessment / therapy service to you, and to help me ensure the quality of my service. I will not use your information for marketing purposes.

You have the right to see what personal data of yours i hold, and you can also ask me to correct any factual errors

Tel: 0781 425 9134

Email: [naomi@naomiburgess.com](mailto:naomi@naomiburgess.com)

Website: [www.naomiburgess.com](http://www.naomiburgess.com)

Privacy PHealth & Care Professionals Council membership number PYL 03146

24<sup>th</sup> May 2018

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## What information will I share?

There may be times when I will need to share information with third parties. For example I may discuss with you sharing information with other bodies e.g. school, college, university, GP, employer, lawyer or other professionals where this feels appropriate. This is to ensure you and/or your child receive the best possible care.

In accordance with British Psychological Society Guidelines I receive supervision from other psychologists. They are also bound by regulatory body rules of confidentiality. I will discuss details of our work and share sensitive data but will not disclose personal data (e.g. names).

If I feel that you / your child is putting yourself/themselves or others at risk then I may have to break confidentiality and inform the relevant parties. This maybe statutory bodies e.g. Social Services or maybe parents if the child is under 18 years of age. If possible I will discuss this with you / your child before sharing the information.

## How is information stored?

I will keep information securely in accordance with ICO guidelines. Storage may be electronically or hard copy. Hard copies will be stored in a locked filing cabinet/cupboards in my home office, and there is an alarm system. The files may be transferred to professional meetings by car. Electronic information will be stored on a password protected computer and backed up electronically with a GDPR compliant service. Emails will be stored in a password protected account in a GDPR compliant email account. Text messages will be kept on my phone whilst you are receiving a service. Text messages will be used primarily to confirm appointments. Please do not send any sensitive information via text message.

I may communicate with you by post, mobile phone or email. If I send reports electronically they will be password protected.

## How long will information be kept for & what rights do I have?

By law I am required to keep records securely for a period of 7 years (or for 7 years after a child/young adult's 25<sup>th</sup> birthday). Records will then be destroyed. You have the right to request access to the data that I hold on you free of charge. You also have the right to request the correction or deletion of information that you believe to be inaccurate.

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If you have any complaints about the way I am handling or storing your data please let me know and you may complain to the ICO (Information Commissioners Office)

### [Updating Policy](#)

This policy may be updated as and when I become more aware of your rights and my obligations under GDPR 2018

If you have any further questions or concerns please contact me at [naomi@naomiburgess.com](mailto:naomi@naomiburgess.com) or the ICO at <https://ico.org.uk/>

A handwritten signature in blue ink that reads "Naomi Burgess". The signature is written in a cursive style with a period at the end.

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