

Dr Helen Barker, Flow Psychology Ltd – Fair Processing Notice – for Medico-Legal Psychology Assessment Clients

From May 2018 new legislation (General Data Protection Act Regulations) requires all organisations, companies and sole traders to provide a notice to their customers on why and how your personal information is stored and used.

This notice is to comply with this legal requirement and for information only.

1. Why does Dr Barker collect and keep personal information?

Dr Barker has been asked to provide a psychological report to assist the legal professionals involved in settling your civil case.

All information about you and your case that Dr Barker holds is kept very securely. Dr Barker keeps paper case files of notes made during assessment and any questionnaires or assessments that you complete. On completion these are stored in a locked filing cabinet. When Dr Barker keeps electronic files pertaining to you, e.g. the report that is produced following the assessment and any appointment letters she sends to you, these are kept in a password protected and encrypted format on a password protected external hard drive, which is also kept in a locked cabinet. Any electronic information sent to legal professionals involved in settling your case is sent in an encrypted and password protected format.

2. How information about you is used.

Dr Barker is a Clinical Psychologist. The information you provide at assessment and the medical records about you that Dr Barker might have been provided with to assist her assessment are used to provide a report detailing the impact of any personal injury on your current and possible future mental health.

Dr Barker will never contact you to offer to sell services and Dr Barker will never sell on any of your personal and private information to third party marketing companies.

As a Registered Practitioner Psychologist with the HCPC (Health Care Professions Council) Dr Barker adheres to very strict and high standards for confidentiality.

In the vast majority of cases Dr Barker will not share your information with anyone other than the legal professionals involved in settling your case without your consent.

There are a few rare and exceptional circumstances when Dr Barker would be expected by the HCPC to communicate with medical professionals or the police about you without your consent. These are:

- If your mental health placed you or another person/people at risk.
- If you disclosed knowledge of a serious crime (e.g. threat to public health, national security, the life of the individual or a third party, murder, manslaughter, rape, treason, kidnapping and abuse of children).
- If the Police presented a court order or a warrant for your case notes.

- Court subpoena.

3. How long will Dr Barker keep hold of your information?

Dr Barker will retain your information securely for six years. After six years your information will be deleted and destroyed in a secure manner.

4. How do I access my personal information?

Please contact Dr Barker if you want copies of information she holds about you. Dr Barker will supply your information within one month of your request. There will be a small charge to cover the administration costs.

5. What if my records are wrong?

If you think that any information that Dr Barker holds about you is incorrect, please inform her. You have the right for any incorrect information to be changed.

6. Complaints or queries

Dr Barker endeavours to meet the highest standards when collecting and storing your personal information. Your confidentiality is of the utmost importance to Dr Barker. Should you have any concerns or complaints, please contact Dr Barker, helen@flowpsychology.co.uk, in the first instance.

Dr Barker is registered with the Information Commissioner's Office:

Customer Contact, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF. Email: casework@ico.org.uk Telephone: 0303 123 1113

7. Changes to this Fair Processing notice

Dr Barker keeps her notices under regular review. The latest version will be found at www.flowpsychology.co.uk.

I confirm that I have read and understood, or that Dr Barker has explained to me, how and why information from my psychological assessment is stored and who it is communicated with.

I confirm that I consent to proceed with a psychological assessment in relation to my personal injury case.

Name:

Signature:

Date: