



Privacy Notice for Clients

New laws came into force from the 25th May 2018 regarding data protection. The new General Data Protection Regulation (GDPR) sets out to provide a set of standardised data protection laws across all European Union countries. This Privacy Notice sets out how Autism Unpicked, owned by Dr Elizabeth Benson and Dr Alexandra Leedham, complies with these laws. 'Our'/'we'/'us'/'Autism Unpicked' refers to Dr Elizabeth Benson and Dr Alexandra Leedham and any other health profession within the Autism Unpicked team involved in the handling of your data.

We are responsible for protecting your privacy and any personal information you may share with us when we work together. As 'data controllers' under GDPR, we are responsible for taking measures to ensure your data is safe and for policies on such things as how long data is kept and who if any, we might share it with. This Notice explains the kinds of personal data we may collect about you and that are necessary for us to work effectively together. It also explains how we store and handle the data and how we keep it safe.

The following sections should answer any questions you have but if not, please let me know. It is likely that we will need to update this Privacy Notice from time to time, and the most current version will always be available on our website www.autismunpicked.co.uk.

1. Data control

Dr Elizabeth Benson and Dr Alexandra Leedham are the data controllers for Autism Unpicked.

2. What personal data we process

Autism Unpicked collects and processes the following personal data from clients:

- **PERSONAL DATA:** Basic contact information about the child/young person (name, home address, email address, contact numbers, GP and other health professionals' details). We will also ask for contact details of parents/carers/legal guardians/other immediate family members who are relevant to the assessment.
- **SENSITIVE PERSONAL DATA:** Client profile, details of their difficulties, risk assessment, therapy records, relevant medical information (assessment notes, questionnaires, letters, reports and/or outcome measures) and family history, particularly if there is a history of trauma, abuse or violence.
- **INSURANCE:** If you are referred by your health insurance provider, then we will also collect and process personal data provided by that organisation. That includes basic contact information, referral information, health insurance policy number and authorisation for psychological treatment.

3. The lawful basis for processing personal data

www.autismunpicked.co.uk

Email – autismunpicked@gmail.com

Dr Elizabeth Benson and Dr Alexandra Leedham of Autism Unpicked have a legitimate interest in using the personal data and sensitive personal data we collect to provide an assessment service. It is necessary information for us to be able to provide psychological services to clients. We may also ask you for information about how you found our service for the purpose of our own service development. No information you provide will ever be passed to others without your explicit consent (unless deemed important to do so to reduce risk to you/others as per the assessment contract). We will never sell your information to others.

4. What we do with your personal information

At Autism Unpicked, we take your privacy seriously. We will only use your personal information to provide you with the services you have requested from us. If you do not provide the personal information requested, then we may be unable to provide a service to you.

5. How long we store personal information

We will store your personal information for as long as it is required by law. Basic contact details held on a psychologist's mobile phone will be deleted within 6 months of the end of input. The sensitive personal data, as defined previously, is stored for a period of 7 years after the end of the assessment. After this time, this data is deleted at the end of each calendar year.

6. How your personal information is used

We use the information we collect to:

- Provide our services to you
- Process payment for these services

7. Who we might share your personal information with

We hold information about each of our clients and the psychological service they receive in confidence. This means that we will not typically share your personal information with anyone else. However, there are exceptions to this when there may be need for liaison with other parties:

- If you are referred by your health insurance provider or are otherwise claiming through an insurance policy to fund assessment/therapy, then we need to share appointment schedules with that organisation for the purposes of billing. We may also share information with that organisation to provide assessment updates.

In exceptional circumstances, we might need to share personal information with relevant authorities:

- When there is need-to-know information for another health provider, such as your GP.
- When disclosure is in the public interest, to prevent miscarriage of justice or where there is a legal duty - for example, a Court Order.
- When the information concerns risk of harm to the client or to others. We will discuss such proposed disclosures with you unless we believe that to do so could increase the level of risk to you or someone else.

8. What we will NOT do with your personal information

We will never share your personal information with third parties for marketing purposes.

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9. How we ensure the security of personal information

Personal information is minimised in phone and email communication. Sensitive personal data will be sent to clients in an email attachment that is password protected. Only your initials are entered into mobile phones – full names are not used. Personal information is stored on a computer that is owned by Autism Unpicked and password protected. Any paper files will be scanned and made electronic and held securely under password protection. If this is not possible, they will be stored in a locked, secure environment.

10. Your right to access the personal information we hold about you

- You have the right to access the information we hold about you/your child.
- We will usually share this with you within 30 days of receiving a request.
- There may be an administrative fee for supplying this information to you.
- We may request further evidence from you to check your identity.
- A copy of your personal information may be sent to you in a permanent form (printed copy).
- You have a right to get your personal information corrected if it not accurate.
- If you believe that we have not complied with data protection laws, you can lodge a complaint with the Information Commissioner's Office (ICO).

Autism Unpicked reserves the right to refuse a request to delete a client's personal information where this contains therapy records. Therapy records are retained for a period of 7 years in accordance with the guidelines and requirements for record keeping by the British Psychological Society (BPS; 2000) [1] and the Health and Care Professions Council (HCPC; 2017) [2].

Dr Elizabeth Benson and Dr Alexandra Leedham
Clinical Psychologists and Clinical Directors of Autism Unpicked
April 2022

[1] The British Psychological Society (2000). Clinical Psychology and Case Notes: Guidance on Good Practice. Leicester: Division of Clinical Psychology, BPS.

[2] Health and Care Professions Council (2017). Confidentiality – guidance for registrants. London: HCPC.