

Sudan Psychology Services Website Privacy Policy

Hello there!

Thank you for checking out our privacy policy. At Sudan Psychology Services we take our client's privacy seriously. We're committed to protecting your privacy and handling your information in a responsible way while you use our website and services. Sudan psychology services wants you to understand that this is a safe place for you to discuss your feelings and concerns, and Sudan psychology Services operates in a highly confidential environment. This policy sets out how data is collected and processed through the use of our website and when you use or services.

We encourage you to read this policy alongside any other privacy notices we might provide, so you're fully in the loop about how and why we use your information.

Who's in charge of your data?

The controller of your data is Sudan Psychology Services, and we can be contacted on:

Email address: anita@sudanpsychologyservices.co.uk

Telephone number: 07732 330464

Not happy with something?

Let's chat and try to fix it. You've also got the right to talk to the Information Commissioner's Office (ICO) at (www.ico.gov.org.uk), but we hope to resolve any issues directly.

What type of data do we collect about you?

'Personal data' is information that identifies you. If we've removed your identity (by making the data anonymous), **it won't be classed as personal data**. We might collect, use, store, and share various types of personal data about you as follows:

- **Identity details** such as first and last name, username or similar identifier, marital status and title, date of birth and gender.
- **Contact details** such as your billing address and delivery address, email address and telephone number.
- **Technical information** such as your internet protocol (IP address), your login data, browser
- **Financial information** such as your bank account and payment card details.
- **Information about transactions** like details about payments to and from you, and other details of products and services you have purchased from us.
- **Special Category Data:** Includes information about your health, including information about your existing and previous medical health conditions, medication details, psychiatric history and any other relevant health information to enable us to carry out our services to you. We do not collect any other Special Category Data about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade

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union membership and genetic and biometric data). Nor do we collect any information about criminal convictions and offences.

Consents for Health Data: We require your specific consent to process Special Category Data so, when you submit your details, we will ask you to confirm your consent to this processing.

How do we collect your personal data?

We use different methods to collect data from and about you. The majority of the time, our information is collected directly when you contact us in the following ways:

- When you complete any forms before or during an appointment;
- Verbally during discussions;
- Correspondence with us via post, phone, email or otherwise;
- When you give us feedback or contact us.

What happens if you don't provide us with the required data?

Where we need to collect personal data by law, or under the terms of a contract we have with you, and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with services or goods). In this case, we may have to cancel a service or product you have with us but we will notify you if this is the case at the time.

What are the purposes for which we use your personal data?

The purposes for which we will be using your data include:

- To register you as a new client.
- To provide our services and to process and deliver any orders, including: a) to manage payments, fees and charges and b) to collect and recover money owed to us.
- To manage our relationship with you e.g., to notify you about changes to our terms of this privacy policy or to ask you to leave a review and/or take a survey.
- To administer and protect our practice and this website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data).

We rely on one or more of the following lawful conditions to process your data as outlined above:

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- To fulfil our contract with you;
- For our legitimate interests; or
- To comply with legal obligations.

In some scenarios, we'll ask for your consent, especially for collecting sensitive data. We may process your personal data for more than one lawful reason at a time, depending on the specific purpose for which we are using your data. If you'd like more information on the specific legal ground we are relying on, on occasions where we rely on more than one legal ground, please feel free to contact us.

Do we use Cookies?

Our website does not use cookies.

Do we ever share your personal data?

We take your data's security seriously and only allow certain people to access it. We may share your personal data with the parties set out below for the purposes as stated further above.

- Service providers, acting as processors who provide IT and system administration services.
- Professional advisers including healthcare professionals, lawyers, bankers, auditors and insurers who provide consultancy, banking, legal, insurance and accounting services.
- If you are referred by your health insurance provider then we may need to share details about your appointment schedule with your insurer for the purposes of billing and to provide treatment updates.
- As an HCPC accredited clinician, we are obliged to consult with another mental health professional for supervision purposes. This is to ensure we reflect and improve on our clinical skills. When discussing clients in supervision we only refer to clients by their first name and identifiable information is minimised.
- Sometimes we may need to share details with your GP or a social worker. We will always get your consent prior to doing this. When the information concerns risk of harm to the client or another person then we may need to disclose information about you without your consent for your own safety or for the safety of someone else.
- HM Revenue & Customs, regulators and other authorities who require reporting of processing activities in certain circumstances.

All of the above third parties have a requirement to respect the security of your personal data. We do not permit them to use your personal data for their own purposes – they are only permitted to process your data for specified purposes in line with our instructions.

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Do we ever transfer your data internationally?

We do not transfer your data outside the United Kingdom and European Economic Area (EEA).

How secure is your data with us?

We have strong security measures in place to keep your personal information safe. Only authorised individuals who have a need to know are granted access to your data, such as our employees or trusted partners. They will process your data in accordance with our confidentiality terms.

In the rare circumstances that there is a personal data breach, we have procedures in place and will notify you, along with any applicable regulator, when we're legally required to.

What is our process for retaining your data?

We only keep your data as long as necessary for the reasons we collected it.

By law we have to keep medical information about patients for 7 years after treatment has finished. For any children we treat, we are obliged to retain the medical information until the child's 25th birthday. By law we have to keep basic information about our clients (including contact, identity, financial and transaction data) for six years after they cease being patients for tax purposes.

For information that does not fall under the definition of basic, to determine the appropriate retention time, we look at what kind of data it is, how sensitive it is, the risks if it's misused, why we need it, and if there are other ways to achieve the same goals. We also consider applicable legal, regulatory, tax, accounting and other requirements.

What are your legal rights in relation to your data?

You have the following rights regarding your personal data:

Access: You can request a copy of the personal data we hold about you. This is known as a "data subject access request."

Correction: If the personal data we have about you is incomplete or incorrect, you can ask us to correct it.

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Erasure: You can ask us to delete your personal data. It's important to note, however, that there might be legal reasons that prevent us from fulfilling this request. If such reasons exist, we will inform you when you make your request.

Objection: In certain situations, you have the right to object to the processing of your personal data.

Restriction of Processing: You can request that we restrict the processing of your personal data under specific circumstances.

Data Portability: You have the right to request the transfer of your personal data directly to you or to a third party of your choice.

Withdrawal of Consent: At any point where we rely on your consent to process your personal data, you have the right to withdraw this consent. Withdrawal of consent will not affect the legality of the processing done before the consent was withdrawn. Should you withdraw your consent, we might be unable to provide you with certain products or services. We will inform you if that is the case when you withdraw your consent.

If you wish to exercise any of the rights set out above, **please contact us.**

We won't charge any fees for you to request access to your personal data. However, a reasonable fee may be charged if your request is clearly unjustified, repetitive or excessive. We also reserve the right to not comply in this scenario. We try to respond to all legitimate requests within one month. Occasionally it could take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

Changes and Contact

We regularly review our privacy policy. Please keep us updated if your personal data changes. If you have any questions or need to exercise your rights, just get in touch.

Thanks for reading our privacy policy. If you have any questions, please don't hesitate to contact us.