

## **Privacy Policy**

I write notes and hold information about you as a legitimate interest as defined under the General Data Protection Regulations.

This information is confidential. I discuss your personal information in supervision with my supervisor who is another psychologist/psychotherapist for the purposes of ensuring that my practice is safe and effective, and as mandated by my professional bodies. I do not reveal your full name when I share your information in supervision. My supervisor does not share your personal information with anyone else.

I do not discuss your personal information with third parties. However, if my professional opinion was that there was an immediate and serious risk that you might harm yourself or someone else, or a child or vulnerable adult was at risk, then I may have to share your personal information with a third party such as your GP or the emergency services without first obtaining your consent. This might be because it is not practically possible to obtain your consent or because attempting to do so might lead to a delay in accessing help and therefore endanger your life or that of another. Generally, I would always attempt to seek your consent first, if the situation allows.

In situations where I did have to share your personal information with third parties to protect you or another, I will only share your personal information in so far as it is relevant and necessary to protect you or someone else. I will inform you what personal information I shared and to whom. It is possible that your personal information may be requested by a Court of Law, Coroner's Office or Professional Body in which circumstances you may have limited or no rights of refusal.

I keep your notes on paper in a locked filing cabinet and any notes, letter or report I write about you electronically on computer devices using encryption and password protected systems. My usual practice is to share any letter/report with you before it is sent and you are copied in to the final draft. Your identifying personal information i.e. name and address are kept separately from your notes. I keep notes for six years.

You have the right to request a copy of the information that I hold about you. You have the right to correct inaccuracies and to ask me to erase the personal information I hold about you.

The Outdoor Psychologist  
Dr Abi Tarran-Jones  
HCPC Registered Clinical Psychologist

You have the right to complain to the Information Commissioners Office (ICO) at <https://ico.org.uk/make-a-complaint/>. If a data breach occurred, you would be informed without delay (within 72 hours).

I keep my privacy policy under regular review and this privacy policy was last updated September 2022.