

Kalmus Psychological Services/Kalmus Psychology Ltd

GDPR Data protection policy

Introduction:

Kalmus Psychology Ltd gathers and uses information about individuals in order to provide psychological assessment, therapy, supervision, teaching and training activities. This information is retained as required to fulfil our contract with you or because there is a legitimate reason for our need for this information (e.g. so that we can communicate with you directly about the services we are providing to you). Individuals can include clients, referring organisations and agencies, statutory organisations, suppliers, business contacts, and other people the company has a relationship with or may need to contact.

This policy describes how personal and sensitive data is collected, handled and stored (if you contact us or when we contact you) to meet the company's data protection standards. Kalmus Psychology Ltd uses the information we collect in accordance with all laws concerning the protection of personal data, including the Data Protection Act 1998 and the GDPR 2018. As per these laws, Kalmus Psychology Ltd is the data controller.

Our Commitment:

Kalmus Psychology Ltd is committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with data protection principles as specified by the UK Data Protection Act (1998) and updated by the General Data Protection Regulation 2018.

Changes to data protection legislation shall be monitored and implemented to remain compliant with all requirements.

The member of staff responsible for data protection is: Dr Ellis Kalmus, Director.

Notification:

The data processing activities of Kalmus Psychology Ltd are registered with the Information Commissioner's Office (ICO) as required of a recognised Data Controller. Details are available from the ICO:

<https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/>

Changes to the type of data processing activities being undertaken shall be notified to the ICO and details amended in the register.

Breaches of personal or sensitive data shall be notified immediately (or as early as possible once the breach has been identified) to the individual(s) concerned and the ICO.

Personal and Sensitive Data:

All data within the control of Kalmus Psychology Ltd shall be identified as personal, sensitive or both to ensure that it is handled in compliance with legal requirements and access to it does not breach the rights of the individuals to whom it relates.

The definitions of personal and sensitive data shall be as those published by the ICO for guidance:

<https://ico.org.uk/for-organisations/guide-to-data-protection/key-definitions/>

The principles of the Data Protection Act shall be applied to all data processed:

1. Processed fairly and lawfully
2. Obtained only for lawful purposes, and is not further used in any manner incompatible with those original purposes
3. Accurate and, where necessary, kept up to date,
4. Adequate, relevant and not excessive in relation to the purposes for which it is processed
5. Not kept for longer than is necessary for those purposes
6. Processed in accordance with the rights of data subjects under the DPA
7. Protected by appropriate technical and organisational measures against unauthorised or unlawful processing and against accidental loss, destruction or damage
8. Not transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection of the personal information

Consent:

Fair Processing / Privacy Notice:

Kalmus Psychology Ltd aims to be transparent about the intended

processing of data and ensure that individuals are aware of how their data is being used and how to exercise their rights under the GDPR. This information will be notified to clients via the company's privacy statement, and, where relevant, be written in a form understandable by those defined as 'Children' under the legislation. A version will also be available on our website: www.kpservices.co.uk

Notifications shall be in accordance with ICO guidance

<https://ico.org.uk/for-organisations/guide-to-data-protection/privacy-notice-transparency-and-control/>

The intention to share data relating to individuals to an organisation outside of Kalmus Psychology Ltd shall be clearly defined within notifications and details of the basis for sharing given. Data will be shared with external parties in circumstances where it is a legal requirement to provide such information.

Any proposed change to the processing of individual's data shall first be notified to them.

Data Access Requests (Subject Access Requests):

All individuals whose data is held by Kalmus Psychology Ltd, has a legal right to request access to such data or information about what is held. Subject Access Requests (SARs) should be made in writing to the nominated Data Protection Officer, Dr Ellis Kalmus, by letter or email (Ellis@kpservices.co.uk). Responses to such requests made by individuals will be made within 30 days and will usually be processed free of charge. Verification of the identity of anyone making a Subject Access Request will be required before information can be shared.

Data Storage and Security:

Data which is stored on paper (e.g. case notes, letters, printouts of emails), will be kept in a filing cabinet in a locked key coded office when not required and will not be accessible to anyone other than Dr Ellis Kalmus.

Data stored on paper will be shredded and disposed of securely when it is no longer required and/or has reached the end of the data retention period (see Data Retention and Disposal section below).

Data which is stored on removable media, such as CD or DVD, will be kept in a secure, locked filing cabinet when not being used.

Data which is stored electronically is protected from unauthorised access by the use of strong passwords or fingerprint protection. Any electronic data transfer will be encrypted or password protected. Electronic data will be stored in designated drives meeting acceptable security standards.

Electronic data will be backed up regularly. Where data is uploaded to cloud computing services, these will be compliant with GDPR.

Data accuracy:

Kalmus Psychology Ltd will take reasonable steps to ensure personal and sensitive data is kept accurately and is up to date.

Data Retention and Disposal:

Kalmus Psychology Ltd recognises that the secure disposal of redundant data is an integral element to compliance with legal requirements and an area of increased risk.

All data, paper or electronically held, will be securely destroyed or eradicated after a period of 7 years (or the age of majority plus 7 years, if the client was a minor when treatment ended), as per the requirements of our professional bodies regarding the management of client data.

NOTE

In certain circumstances, such as safeguarding concerns, the Data Protection Act (1998) allows for personal data to be disclosed to other professional and law enforcement agencies. Under these circumstances, Kalmus Psychology Ltd are legally obliged to disclose such data.

If your questions are not fully answered by this policy, please contact our Data Protection Officer (Dr Ellis Kalmus: ellis@kpservices.co.uk).

If you are not satisfied with the answers from the Data Protection Officer, you can contact the Information Commissioner's Office (ICO) <https://ico.org.uk>.

Policy prepared by: Dr Ellis Kalmus Clinical Psychologist

Policy review date: May 25TH 2020