
Privacy Policy

Dr Anila George is a Clinical Psychologist registered with the Information Commissioners Office (ICO). This policy explains how I use any personal information I collect about you/ your child and sets out how Anila George will comply with the General Data Protection Regulation (GDPR) May 2018.

1. What personal information do I collect?

I hold personal and sensitive information about the clients I work with, which may include the following information:

- Full name
- Address
- Contact details including phone number
- Email address
- Gender
- Date of birth
- Age
- School
- Relationships and children
- Physical and mental health history
- Payment preferences/bank details for invoicing

I gather this information when referrals are made by other professionals; or individuals contact me through my website, make contact via email or telephone, complete registration forms, in person meetings or in paying for sessions.

2. Why do I collect information about you?

This information is used for the purposes of providing safe and effective psychological assessment, formulation and treatment and in the preparation of report letters, formal psychological reports, and summaries of psychological work.

3. How do I store your information?

I take your privacy very seriously. All personal information is held in compliance with the ICO's General Data Protection Regulations and stored in a locked filing cabinet or on password protected electronic devices.

4. How long will I keep your information for?

I am required to keep records securely for a period of 7 years (or for 7 years after a child's 18th birthday). This is standard practice for mental health records and in accordance with the professional guidance.

I keep financial records for as long as tax purposes require and then securely destroy them.

5. Who do I share your information with?

I hold information about each of my clients and the therapy they receive in confidence. I will not normally 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 or claiming through a health insurance policy to fund therapy, then I will share appointment schedules, for the purposes of billing. I may also share information with that organisation to provide treatment updates.
- In accordance with British Psychological Society Guidelines I receive supervision from another registered Clinical Psychologist. This Clinical Psychologist is also bound by regulatory body rules of confidentiality. I will discuss details of our work and share sensitive data but will not disclose personal data.

In exceptional circumstances, I 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 a 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 risk of harm to another adult or a child. I will discuss such a proposed disclosure with you unless I believe that to do so could increase the level of risk to you or to someone else.

6. How do I share written reports and summaries?

Any psychological reports or updates about you/ your child's care will be discussed with you and sent securely only to the people who it has been agreed needs to read them. Confidential information will be sent by a password protected document or via surface post in a private confidential marked envelope. Parents may choose to share report letters and summaries as they wish. Between sessions I will not contact a child under the age of 16 years. Therapeutic activities, worksheets or summaries intended for a child under 16 years will always be sent via a parent.

I will not use your personal information for marketing purposes.

I am not responsible for how information is shared with me, however I recommend any confidential information sent is password protected and clients use personal rather than work emails.

7. What are your rights?

You have the right to request access to the data that I hold about you at any time. Subject access requests are usually processed within a month of application. You also have the right to get your personal information corrected if it is inaccurate.

8. What if there is a breach of data security?

Any breaches of data security, whether due to hacking or lapses in security, will be reported to the ICO immediately, investigated in a thorough and timely manner, managed and resolved.

Dr Anila George BSc Hons, DClinPsych, CPsychol,
Clinical Psychologist (HCPC Registered)
May 2018

Confirmation and agreement:

The GDPR guidelines require you to receive and actively agree with the Privacy Policy. The psychologist will require that you confirm you have done so when you agree a first appointment. Appointments cannot go ahead without this confirmation.

Agreement for Clients/Parents/Carers

By sharing information with Dr Anila George, Clinical Psychologist, you are accepting that she legitimately requires the information in order to offer you/your child a Clinical Psychology Service, and that you accept how she looks after and controls that information based on the Privacy Policy.

If your child is 13 years or above then please share with them the Privacy Policy and ensure that they accept to provide the information that I require to provide a Clinical Psychology service and the way in which I control that data.

Keeping my Information Safe - Agreement for Children and Young People

I understand that Dr Anila George, Clinical Psychologist:

- Needs to collect personal information about me, my family and my life, in order to be able to help me.
- Will store this information safely and securely
- Will not share this information without my consent (unless she is worried about my or other peoples safety)
- Will tell me what information she has about me if I ask her
- Will change incorrect information about me if I tell her
- Will not use my information or contact me for any other reason than providing me with a Clinical Psychology service.