Dr Suzy MacKechnie- Privacy Notice

I am Clinical Psychologist and Systemic family therapist providing assessment and therapy services in independent practice. I am legally allowed to keep records based on having your consent to do so.

I keep records as follows

1. If you make an enquiry only about the service

Enquiries will be responded to in the medium in which they were received (email/phone text) as soon as possible ideally within 1 working day. In situations where work is not commenced any identifying information will be deleted as soon as the discussion is completed and no identifying data will be held. An exception to this would be made if I gain information about a risk to a child or vulnerable adult or a serious child, which I am professionally required to report.

When I respond to your enquiry I will let you know that you can read this privacy notice on my website ([www.suzymackechniepsychology.co.uk](http://www.suzymackechniepsychology.co.uk)).

I will keep a written log of enquiries and responses for purpose of auditing my service but you would not be identifiable from this log.

1. If we agree a piece of work in my service

I will send you this privacy notice explaining data protection with the initial email regarding the first appointment and at your first appointment I will ask you to sign that you have been made aware of the privacy notice when agreeing to assessment and/or treatment. If you are under 16 I will also need your parents or legal guardians consent to hold your information. If the sessions are to be held remotely I will email you this consent form and ask that you sign and return it to me.

The contact details you used to make initial contact will be held electronically only during the duration of the work.

Paper records will be kept that document notes from the sessions and other professional duties in accordance with professional guidelines, including printed copies of letters and emails from referrers and to your GP (if you agree to this) and to you. These records will be stored securely in a locked cabinet when not being used in the sessions.

No information will be shared without your consent unless there is a professional duty to safeguard a young person or vulnerable adult or to report a serious crime.

I may discuss our work during supervision sessions with a professional supervisor who is bound by professional and ethical codes to maintain confidentiality. I would not use your name when discussing the work in supervision.

I may ask for your consent to use material from sessions during teaching and training to other professionals but a separate consent form would be used to allow you to consent to this if you wish.

If remote sessions are held this will be via a secure platform recommended by professional guidelines. No video recordings of session will be made using this platform.

Records will be kept for a minimum of 7 years or until a person seen in childhood reaches their 25th birthday

You have the right to see the records and can request copies at any time. I will make these available within 1 month to you.

You can withdraw consent for the records to be kept at any time unless this would prevent the safeguarding of a child or vulnerable adult or constitute a risk to public safety.

If I became unable to carry out my professional duties due to illness or death a named professional who is bound by same rules of confidentiality would have access to the records and carry out the duties as above.

If you wish to make a complaint about my management of your information please contact the Information Commissioners Office - www.ico.org.uk.