**Privacy Policy**

SP Psychology is fully committed to protecting and respecting the personal data it processes and holds, in accordance with professional codes of conduct, legal standards and GDPR requirements.

**The data we collect**

The purpose for processing personal data is to provide a psychological service. SP Psychology will only ask for personal information that is relevant for the work being undertaken.

* All work undertaken by SP Psychology is confidential.
* Parental consent is obtained prior to any involvement with the Educational Psychologist.
* Relevant personal data is collected for the purpose of delivering and evaluating the psychological service, i.e. the educational psychology consultation or assessment. Data may be used for tracking the demand for the service (e.g. by area, by need, by age), for awareness raising, research or training or for improving the service, but will not contain identifiable information relating to the child, parents/carers or school staff.

**The data we hold**

* Reports and information will be stored electronically and securely on a password protected computer. No paper records will be kept.
* All email communication containing personal data is anonymised, encrypted and password protected.

**How your data will be stored and shared**

* Any written communication will clearly identify the author and organisation. Any parties who will receive a copy if the written communication will be clearly identified.
* We do not sell or give any contact details to any third parties for marketing purposes. If any other professionals involved with the client requests access to our written communication, agreement will be sought from the client.
* No personal data is processed on the SP Psychology website.
* Information will not be held for longer than is reasonably necessary for the purposes above and will be deleted at this point.

**Your Rights**

* You have the right to request to view the personal data that we hold about you or your child/ young person. You can do this at any time by contacting SP Psychology.
* Access to data will be restricted to information about the client themselves or their child where they are the parent/legal guardian.
* You can request to remove or correct any information found to be inaccurate.

SP Psychology can be contacted at any time in relation to data protection or privacy rights, please contact us if have any concern about the way your personal data is collected, used or stored.