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DATA PROTECTION PRIVACY POLICY

General Data Protection Regulation – Data Privacy Policy

This policy notice describes the information we will collect and is in accordance with the laws concerning the protection of personal data, including the Data Protection Act 1998 and the GDPR 2018.

We will be transparent about the information we are collecting and what we will do with it.

- My practice is General Data Protection Regulation (GDPR) compliant. In this policy I outline the data we collect and how we process, hold and delete data, and your rights regarding access to this data.
- Any personal information processed in connection with my services is controlled by me (Drs Maria Sketchley, and, referred to as 'I' in this policy). I am considered the 'data controller' of your personal information under European Union and UK data protection law.
- My PA will process personal information for administrative purposes. She is considered the 'data processor' of your personal information under European Union and UK data protection law.
- My practice, made up of myself and my PA, is referred to in this report as 'we'.
- I am registered with the ICO (Information Commissioner's Office)

Why do we collect personal data?

To provide our services properly we need to collect some personal data about you and/or your child. Such data is only used directly in relation to you/your child's needs and is used by us in your or your child's assessment. We would not be able to achieve the same result without this information.

- We need to know who you are so that we can communicate in a personal way. The legal basis for this is a legitimate interest.
- We need to verify your identity so that we can be sure we are dealing with the right person/child.
- We need to deliver a service to you and process payment for this service. The legal basis for this is the contract with you.

What personal information do we collect and when do we collect it?

Such data is only used directly in relation to you/your child's needs and is used by us in preparation for the assessment, in the assessment and consequent, ensuing follow-up.

- Data obtained may relate directly to your child's educational, health, social and personal status.
- We will need your/and or your child's name, date of birth, address, contact number, email address and school. This will be collected during an initial phone consultation and/or secure email exchange with me or my PA.
- We need information from you on the purpose of the assessment and the nature of your or your child's difficulties/concerns. We will also need other personal information that you deem to be relevant to this assessment.
- We will send you a questionnaire, by email, to fill in about you or your child that covers a range of areas, such as you or your child's strength and weaknesses, interests, social and emotional development, literacy/numeracy skills, educational issues, medical issues, speech, language and communication.
- A similar questionnaire is sent to the school/ higher education or employer. We will only do so with your consent.
- We may also ask you to send us information from third parties, such as, school reports or reports from other professionals, e.g. a paediatrician, occupational /speech and language therapists. Or with your consent we will obtain data from and /or disclosed to professionals, such as: teachers, Speech and Language therapists, Occupational Therapists, Educational Psychologists, other Psychologists, medical professionals and social workers. Your child may be observed in, for example, in class or at home, but only with your consent.
- During the assessment, itself, I will be collecting data about your or your child's cognitive profile and attainment levels, using a variety of tests, questionnaires (e.g. relating to intelligence, and, various literacy and numeracy assessments, social/emotional well-being). The data will be collected on paper and on test record forms.

How do we use the information we collect?

- To communicate with you so that we can inform you about your appointment.
- To have a full understanding about the purpose of the assessment before we proceed, to gather background information. We need to tailor the assessment directly to your or your child's needs; to make sure it is purposeful and helpful.
- I will feedback verbally to you after the assessment, detailing the test results and discussing ways forward.
- I will take handwritten notes before and during the assessment and these notes will be used to create the report that I will share with you.
- I write a detailed report containing the information from the assessment and this will be sent out electronically to you. It will be sent out password protected.

- The report can also be shared with your school/tertiary education/employer, but only if you give us consent to do so. The report would be sent protected with a password.
- We will only share your information with a third party if we have your consent to do so.
- The information we collect would not be shared with anyone else, unless I believe that your or your child's safety was being jeopardised; unless I felt there were safeguarding issues.

How do we store this information?

- This data is stored on paper and/or electronically
- All data is stored securely in premises with an alarm system
- Data is stored both in an individual folder on my PC, which is in my office in a personal folder, as well as, in individual paper folders, which are stored in a locked cabinet on premises with an alarm system
- Electronic data is stored securely in the cloud
- Some personal data is also stored in an individual folder on my PA's PC.
- All computers are password protected and only we have password access
- Emails on phones are on a secure server and passcode protected.
- We change passwords on all our devices every 6 months

How long do we keep information?

- All emails will be deleted within a year, subject to whether further action is needed.
- Emails that contain personal information and/or may require further action are stored as PDF in an individual folder on the PC.
- All electronic or paper data (to include reports and other data collected) will be kept securely stored until the year that you/your child reaches the age of 25. After this time, the information we hold will be securely destroyed.

What are your rights to access of the information we keep?

- You are entitled to access and see a copy of all information we hold about you/your child, whether this is held on our computer system or in the paper based files.
- You have the right to request correction and we would be happy to correct our records.

The information provided will be processed by Drs Maria Sketchley and used in compilation of any required report and consequential procedures for which this report has been commissioned. The information will be held securely and will not be sold or passed on to any third party save for any involved on your behalf in any such proceedings.