



Privacy Policy

This website is operated by Clinical Psychology Practice London. We take your privacy very seriously, therefore we urge you to read this policy carefully because it contains important information about:

- the personal information we collect about you, our clients
- what we do with your information, and
- who your information may be shared with.

Who we are

Clinical Psychology Practice ('we' or 'us') are a data controller for the purposes of the Data Protection Act 1998, i.e. we are responsible for, and control the processing of, your personal information.

Information we collect

We collect the information submitted to us on our registration form when this is submitted by clients. This includes (where provided) client full name, date of birth, address, email, phone numbers, GP name and address, how you found out about our clinic, and insurance details where relevant. For children and young people, parents' address, email and phone numbers and school details will also be requested.

Personal information you provide about third parties: If you give us information about another person, you confirm that the other person has appointed you to act on their behalf, and agreed that you shall:

- consent on their behalf to the processing of their personal data,



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- shall receive any data protection on their behalf, and
- shall consent on their behalf to the transfer of their personal data abroad.

How we use the information we collect

We collect information for our clients and website users for the following purposes: to respond to requests for further information, or to set up an initial assessment consultation.

Who your information may be shared with

We may share your information with:

- Your doctor, psychiatrist, child and adolescent mental health service, adult mental health service, school, insurance company or other third parties, where you give your consent for this.
- Colleagues working on behalf of Clinical Psychology Practice, South East London.
- Law enforcement agencies if required to do so in connection with any investigation in potential unlawful activity.

Keeping your information secure

We will use technological and organisational measures to keep your information secure.

However, whilst we will use all reasonable efforts to secure your personal data, in using the site you acknowledge that the use of the internet is not entirely secure, and for this reason we cannot guarantee the security or integrity of any personal data that are transferred from you or to you via the internet. If you have any particular concerns about your information, please contact us using the details below.

What rights do you have?



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Right to request a copy of your information

You can request a copy of your information which we hold (this is known as a subject access request). If you would like a copy of some of all of it, please:

- email, call or write to us (using the contact details below)
- let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill), and
- let us know the information you want a copy of, including any details that may help us to access this information, if you have them.

Right to correct any mistakes in your information

You can require us to correct any mistakes in your information that we hold free of charge. If you would like to do this, please:

- contact us using the contact details below
- let us have enough information to identify you
- let us know the information that is incorrect and what it should be replaced with.

Right to ask us to stop contacting you with direct marketing

We do not use direct marketing.

We will only contact you by reply should you already have contacted us to make enquiries. At this point, if you would not like us to contact you again, please:

- email, call or write to us (using the contact details below)
- let us know what method of contact you do not wish to be contacted by (e.g. any, or telephone ok but not email).

Contacting us:



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If you have any questions about this policy or the information we hold about you, please contact us by:

Email: chipplondon@gmail.com