



Dr Mark Papworth

www: <https://www.psychologynortheast.com/>

www(contact): <https://www.psychologynortheast.com/contact>

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## **Privacy notice – how your data is being used and secured**

Dr Mark Papworth needs to gather and use personal information in order to provide health services (namely psychological assessment and therapy) and process his accounts. This policy describes how this information (or data) is processed and stored.

Dr Mark Papworth is acting in the role of data controller for these purposes. This information is treated in accordance with the General Data Protection Regulation (GDPR, 2018).


The types of data include: personal details, family details, lifestyle and personal circumstances, financial/employment details, educational achievements, mental and physical health details, sexual/relationship details, religious and cultural background, offences and alleged offences.

Dr Mark Papworth is committed to safeguarding the privacy of your information and makes the following commitments:

- To only collect and use your information if there are legitimate reasons to do so
- To be fully transparent about how he collects and uses your information
- To not ask for more information than is needed
- To ensure that records are promptly updated whenever you inform him that your details have changed
- To continue to review and assess the quality of the information that he holds about you
- To not retain your information longer than necessary and ensure that it is securely disposed of at the end of the appropriate retention period
- To observe the rights granted to you under all applicable privacy and data protection laws, and promptly and transparently deal with queries relating to privacy issues
- To put security measures in place to protect your information

If you have any further questions regarding this, please contact Dr Mark Papworth via this webpage:

<https://www.psychologynortheast.com/contact/>. If you are not satisfied



with the answer from this enquiry you can contact the Information Commissioner's Office (ICO): <https://ico.org.uk>.

The data processing activities of Dr Mark Papworth are registered with the Information Commissioner's Office (ICO). The data is processed in a manner in keeping with the principles of the GDPR and is sourced from information that you provide and (if applicable) from referring individuals/organisations.

Data is processed fairly and lawfully. This information is gathered and retained as required to fulfil the contract with you or because there is a legitimate interest in needing to collect this information. The basis for the processing sensitive (or special category) data is for the provision of healthcare treatment. In the unlikely event of any breaches of personal data, the individual(s) concerned and the ICO will be informed as soon as possible after the breach has been discovered and within 72 hours.

Dr Mark Papworth aims to be clear and transparent in regard to consent around data collection and data sharing. Clients are required to sign a detailed consent form prior to treatment commencing. Data will be shared with third parties where it is a legal requirement for this to occur. The other circumstances regarding the sharing of information are detailed in the consent form (circumstances associated with risk to self and/or others, clinical supervision, psychologist incapacity or death, as well as correspondence with other health professionals and referrers). The consent form is available from this webpage:

<https://www.psychologynortheast.com/what-happens-next/>.

Data kept on paper will be made inaccessible to unauthorised personnel. Data stored electronically will be password protected and held on encrypted external drives. No personally identifiable data is uploaded to cloud computing services. All data (paper and electronic) will be held for eight years and destroyed after that point, as per the usual requirement of professional bodies and insurers.

All individuals have a legal right to access their personal information that is held by Dr Mark Papworth. Subject Access Requests (SARs) should be made via this webpage: <https://www.psychologynortheast.com/contact/>. Responses to such requests will be made within 30 days and will usually be free of charge. Identity verification of the person making the request will be required prior to the release of any information. If you are not satisfied any aspect of this process you may consult with the Information Commissioner's Office (ICO): <https://ico.org.uk>.



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