

## **THRIVE PSYCHOLOGY LTD – PRIVACY NOTICE 2018**

At Thrive we take the protection of your data very seriously. Please ensure you read the following agreement and contact us directly on 07742 871 882 or via [info@thrivepsychology.co.uk](mailto:info@thrivepsychology.co.uk) should there be any issues regarding the use of your personal data that you wish to discuss.

The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR) effective from the 25<sup>th</sup> May 2018.

### **Data Protection & Information Governance Officer**

Mr David O'Shaughnessy (Director), Cedar House, Hazell Drive, Newport, South Wales, NP10 8FY

### **Privacy Notice**

**1) Have we sourced your personal data / your child's directly from you?**

No – You approach us directly to make contact via the website or a telephone call.

**2) If no, how did we obtain your data / your child's data?**

Data was obtained from yourselves as Thrive clients after initial contact was made to the company.

With explicit permission from yourself / your child, data may also be obtained directly from Schools, Health Boards, Local Authorities or other professionals.

**3) What information does Thrive collect about you / your child?**

Name  
Date of Birth  
Gender  
Address (and email)  
Telephone Contact Details  
Educational Attainment  
Medical Needs (where relevant)  
Social Care Family History (where relevant)  
Early Life History  
Educational Needs  
Observation Notes  
Cognitive Testing  
Attainment Testing  
Examples of School Work (where relevant)  
Notes Taken During Discussions with Other Professionals

**4) Thrive may collect this data in a variety of ways**

Via email  
Telephone conversations  
Contact forms on the website  
Copies of other letters / reports etc

We usually store this data electronically for a period of 12 months only after which time the data is destroyed.

**5) Why does Thrive process you / your child's personal data?**

This is necessary for the provision of professional psychological advice to the client and to services working on behalf of the client and family.

**6) Special categories of personal data held?**

Health needs (where relevant)

We can process this data because parent / carer / young person gives us explicit consent.

**7) Who has access to your data?**

Directors of Thrive – Mr David O'Shaughnessy and Dr Samantha O'Shaughnessy

**8) Who does Thrive share your data with?**

Only with your / your child's explicit permission, the data may be shared with Schools, Health Boards, Local Authorities or other professionals.

**9) Is the data shared out of the EEA?**

No

**10) How is your / your child's data protected?**

Thrive has policies in place to ensure the security of the data it processes is not lost, accidentally destroyed, misused or disclosed.

Data is not accessed by employees except in the performance of their professional duties.

**11) How long does Thrive keep your data?**

Your / your child's data is kept for no longer than 12 months after the last assessment.

**12) Is Thrive making automated decisions / profiling with your / your child's data?**

No

**13) Your rights**

You have the right to:

- Access and obtain a copy of your data on request for a period of up to 12 months after the last assessment
- Require Thrive to change incorrect or incomplete data
- Under certain circumstances you can require Thrive to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- To know the period of time that the data will be stored for
- Data portability
- Withdraw consents at any time
- Lodge a complaint with a supervisory authority (Information Commissioner's Office)
- The consequences if you fail to provide data to Thrive
- Know about the existence of automated decision-making processes, including profiling and the consequences of this for you

If you would like to exercise any of these rights please contact the data controller at the above email / postal address.