

## **Privacy Agreement**

This document details important information about the information sharing arising from the service you and/or your child are accessing via Dr Jessica Donohoe Psychological Services and upon your signature, it will constitute a written agreement between yourself/ves and Jessica. This agreement applies to initial consultation sessions as well as any further sessions.

### **Information sharing**

Jessica requires a certain level of personal information regarding yourself/ves and/or your child in order to effectively and safely carry out her professional work. As well as personally identifiable information, this also includes potentially sensitive information, for example regarding your family set-up, historical events, personal relationships etc. as this information helps to inform a thorough assessment of the clinical problem.

As of 25<sup>th</sup> May 2018, any kind of personal data in the UK is covered by the General Data Protection Regulation (GDPR), which replaces the Data Protection Act 1998. The GDPR (General Data Protection Regulation) was designed to coordinate European data privacy laws, to protect the data privacy of all EU citizens and to improve the way organisations approach data privacy. This regulation sets out rules and principles in connection with processing personal and sensitive data. The Information Commissioner's Office (ICO) oversees compliance with this regulation and Jessica is registered with the ICO as required (registration reference ZA167170), meaning that she is registered as managing personal, sensitive and confidential data within her professional position. Therefore, Jessica is a 'Data Controller' and 'Data Processor' under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA). This means that if Jessica collects and uses your personal data, she must comply with the requirements set out in the GDPR and DPA.

Any information given by yourself/ves in confidence to Jessica will only be used for the purpose for which it was given, it will be stored securely until your child is 25 years old and then destroyed. It will not be released to others without your permission except in circumstances where it is required by law, order of a court or considered in the public interest. You have the right to access the information held by Jessica and to correct any inaccuracies; you may request access to a copy of the information via a written request, known as a Subject Access Request (SAR), which will be responded to within one calendar month.

If you are planning for your health insurance to cover the costs of sessions with Jessica, you will hopefully be made aware that insurers will be requesting information with regards to this. This is generally only a summary, including diagnosis, treatment plan and treatment summary, and confidential information will not be shared unnecessarily. However, please take into consideration that once an insurance company requests this information, it is no longer in Jessica's control who sees it.

Finally, all psychologists, counsellors and psychotherapists are obligated to consult with a Clinical Supervisor in order to ensure they are providing the most effective care for their clients and best practice is maintained. If your/your child's case is discussed in Clinical Supervision, this will be done so anonymously and you/your child will not be identifiable from the discussions.

### **Confidentiality**

Sessions with you and/or your child are likely to entail discussing personal thoughts, feelings and experiences and anything that is disclosed will remain confidential between those in the session(s). However, there are some situations that may arise where confidentiality needs to be broken. This will be if Jessica becomes aware of any indication that you, your child or someone else is at potential risk of harm, including any safeguarding issues, and in these cases, she will need to approach other professionals and authorities, e.g. the police or the Local Authority.

## Dr Jessica Donohoe Psychological Services

Jessica will ordinarily gain verbal consent from your child to share information from individual sessions with you. However, young people aged 16-17 and young people aged under 16 who are considered Gillick Competent are also entitled to the same duty of confidentiality as adults. A child is regarded as Gillick Competent if it felt that he/she has the capacity to make the decision in question and has sufficient understanding to be capable of this. This also applies to SARs made by parents or other family members; if the child is deemed Gillick Competent, they will need to give their consent for their personal information to be shared. However, the same limitations to confidentiality apply; if Jessica becomes aware of any indication of a potential risk of harm, information will need to be shared with the relevant professionals and/or yourself/ves.

### Records

Ordinarily, letters and reports are copied to the GP as it is helpful for all professionals involved to be aware of each other and to share information about their work with you/your child. There may be other professionals that would benefit from receiving correspondence from Jessica, such as your child's school, but this will be agreed with you on an individual basis. As with insurance companies, please note that once letters and reports are held by GPs, schools or any other agency, it is no longer in Jessica's control who sees it.

**You can opt out of this information sharing by completing the relevant section on the Personal Information Sheet but please note that in any situation of crisis where the level of potential risk (to yourself/your child or others) becomes imminent, Jessica is required to inform the GP and/or relevant crises services in the local area and this will override your opting-out.**

Jessica will make notes during and/or after sessions and these, along with any other paperwork associated with you/your child, will all be stored within an individual, personal file in a locked filing cabinet. All electronic files are stored on a password-protected laptop, used for no other purpose or by any other user. Unless subpoenaed by the courts, nobody other than Jessica will have access to these paper or electronic files. However, you/your child may make a request to gain access to these notes using a SAR, as described above.

**By signing this contract, I agree to the content therein, consent to continue and acknowledge that the relationship with Jessica is subject to the conditions set out above.**

**Signed:**

**Name(s) and relationship(s) to child:**

**Signed (Jessica):**

**Date:**

In order to withdraw your consent from this privacy agreement, you must provide a written statement to Jessica at [drjessicadonohoe@gmail.com](mailto:drjessicadonohoe@gmail.com). Upon receipt of this statement, all data shared by you will be destroyed within 7 days.

If you feel your personal data has been mishandled by Jessica, you have the right to make a complaint to the ICO by contacting their helpline on 0303 123 1113.

**Thank you**