



## EARLY YEARS PSYCHOLOGY

### PRIVACY STATEMENT

#### **Confidentiality and Disclosure**

The information you and your child share in therapy is held private and confidential between you and the psychologist, and cannot be shared with others without your consent. You can withdraw your consent just as easily as it was given. The only exceptions to this are:

-The psychologist may discuss your case in supervision, to ensure best practice. However, the supervisor is also bound by the same principles of confidentiality.

-The psychologist may need to break confidentiality, even without your consent, if there is a risk of harm to you or someone else if certain information is not disclosed. In this situation, the therapist will contact the person or service most able to help you, e.g. your GP, social services, or the police. Wherever possible, the therapist will let you know what information has been shared and with whom.

The psychologist will keep confidential and secure paper and electronic notes on their work with you and your child i.e. in a locked filing cabinet and on a password-protected computer. As per professional guidelines, clinical notes will be kept for seven years after the last appointment and then destroyed. 7 years was chosen, because sometimes the psychologist can be contacted again by the concerned family.

#### **Policy for information Security**

Technical measures for the security of child and parents' personal data:

All child and parents' information is stored in paper in a locked cabinet and in a password secured computer, outside of internet;

Software such as browsers, virus scanners and operating systems are kept up-to-date;

Automatic removal of outdated data: Destruction of all child and parents' data 7 years after last appointment;

Early Years Psychology website's system does not automatically store IP addresses.