



Privacy Policy May 2020

This information notice is in relation to The General Data Protection Regulation (GDPR) data protection compliance, enabling Davina Pope to be fully compliant.

In line with the GDPR I comply with the following Privacy Terms: Privacy Information I am committed to ensuring that your privacy is protected. Should I ask you to provide certain information by which you can be identified when working with me, you can be assured that it will only be used in accordance with this privacy statement. Name and contact details of the data controller Davina Pope - davinatpope@gmail.com - 07832274065

Why I collect and process your data? The information I collect is for a specific and legitimate purpose only. It is limited and relevant to advisory services. I always ask for your consent to process your data in order to provide specialist services to you.

How and what information is collected about you? I may collect information by email, telephone call, website enquiry, post, questionnaires/ forms, or in-person.

The information I hold about clients will include: Name of parents/family members, age of child involved, telephone numbers and email addresses, assessment data and reports Session plans, goals, notes and resources, meeting (in person, phone or email) notes Invoicing records I will only use your data for the purpose for which it was collected. I do not share your Data with any other third party.

Your Rights. If you have given your consent for me to process your data, you have a right to withdraw your consent to any further processing. You have a right to request your data to be erased from my records. You have the right to request your data be transferred to another organisation. You have the right to have a copy of the information I hold about you. If you wish to withdraw consent or request a transfer or erasure of your data, please email davinatpope@gmail.com. Marketing emails are sent infrequently; you have the right to opt out of future marketing by contacting me. Davina Pope davinatpope@gmail.com.

How long I keep your information for The Regulation does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. Davina Pope will store clients' data for a period of up to 8 years. Security I am committed to ensuring that your information is secure. Information held on devices including laptops, iPads and phones is password protected. Hard copies of information are kept securely in a locked room within a locked building. As part of my work involves home visits, Only data that is needed for that visit is carried and care is taken to ensure its security. Photos and/or videos may be taken of clients with parental consent. These are temporarily stored on a password protected android. These are viewed for the



purposes of assessment, planning and assessing progress and/or making individualised resources. They are then saved onto a password protected laptop and deleted from the android. Emails are sent via gmail. If you would prefer that information is not sent via this platform please do let me know. Sensitive information (such as reports) sent via email is always password protected. I am registered with the Information Commissioner's Office (ICO) as a Data Controller. In the event of a breach of data security I will notify clients and the ICO immediately as I become aware of this.

Right to Complain If you have a concern about my information practices, you have the right to complain. You can do so by contacting the Information Commissioner's Office on 0303 123 1113 or by visiting www.ico.org.uk If you have any further questions about how I use your information, please contact me on davinatpope@gmail.com