

# Paediatric Neuropsychology Services Ltd

## Privacy Policy – completed March 2021

### 1. Our contact details

Name: Dr Matthew Morrall and Emma Morrall - Directors

Address: Leeds Nuffield Hospital, 2 Leighton Street, Leeds, LS1 3EB.

Phone Numbers: 07870 566869 / 07854 712635

E-mail: [drmatthewmorrall@aol.com](mailto:drmatthewmorrall@aol.com)

### 2. The type of personal information we collect

We currently collect and process the following information:

- Personal information e.g. name and DoB for the child/young person, contact details for the parents/guardians.
- Information regarding medical, social, developmental and educational history of the child, and family members where relevant.
- For medico-legal cases – documentation from involved legal parties.

### 3. How we get the personal information and why we have it

**3.1** Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To complete clinical assessment and/or treatment of the child/young person.
- To make recommendations.

**3.2** We also receive personal information indirectly, from the following sources in the following scenarios:

- The referrer e.g. GP, medical Consultant, case manager, medico-legal agency.
- Other members of the multi-disciplinary team involved in assessment and/or treatment of the child/young person.
- Nursery/School/College/Local Education Authority – where information regarding the child's/young person's educational progress and provision is required.
- For medico-legal cases – relevant information from other parties involved in the case e.g. instructing solicitor, case manager, medico-legal agency, other clinicians.

**3.3** We use the information that you have given us in order to:

- Form a clinical opinion and recommendations.
- To inform clinical intervention.
- Report findings in written documentation e.g. notes, reports including medico-legal reports, letters.
- Provide verbal feedback in appointments and meetings.
- To provide evidence for Court when required.

**3.4** We may share this information with other parties involved in the case, see sections 3.2 and 3.3 above.

**3.5** Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- **Your consent.** You are able to withdraw your consent at any time. You can do this by contacting Dr Matthew Morrall – see section 1 for contact details. The referrer will be informed of the withdrawal of consent. In medico-legal cases, the instructing solicitor and case manager will be informed of the withdrawal of consent.
- **We have a legal obligation** when required to provide evidence for Court.
- **We have a legitimate interest** e.g. where a safeguarding concern is raised.

## **4. How we store your personal information**

**4.1** Your information is stored securely:

- Confidential written information is kept in locked storage.
- Electronic records are kept on devices and in files and drives that are password protected.

**4.2** The records of Paediatric Neuropsychology Services Ltd relating to your case will be kept: until the child/young person is age 25, or age 26 if s/he is 17 when discharged, or for 8 years after discharge if s/he is 18 or over when discharged (in line with current NHS practice). At this time, the records will be reviewed and destroyed if no longer needed. Records will normally only be kept longer where a medico-legal case is ongoing, in which case they will be retained until the case is settled.

Additional written records that are provided by the referrer will be kept securely until no longer needed, at which point they will be returned or destroyed. In medico-legal cases this is normally when the case is settled, in other cases this is normally when the child/young person is discharged.

When destroyed, written records and any CDs will be professionally shredded and disposed of and electronic records will be deleted. Certificates of professional destruction and a data disposal log are kept.

## 5. Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Paediatric Neuropsychology Services Ltd using the contact details provided in section 1 if you wish to make a request.

## 6. How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at Paediatric Neuropsychology Services Ltd using the contact details provided in section 1.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>