

# Liminal Space Psychology Service

## GDPR and Data Protection Policy

July 2023

### Policy Statement

#### Section 1

Liminal Space Psychology Service is committed to being transparent about how the personal data of its clients, volunteers, referral partners and those affected by its activities are collected and used as well as meeting its data protection obligations. This policy sets out the commitment of Liminal Space Psychology Service to data protection, and individual rights and obligations in relation to personal data.

**“Personal Data”** is any information that relates to a living individual who can be identified from that information. Processing is any use that is made of data, including collecting, storing, amending, closing or destroying it.

**“Special categories of personal data”** means information about an individual’s racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic and biometric data.

**“Criminal Records”** means information about an individual’s criminal convictions and offences, and information relating to criminal allegations and proceedings.

#### Data Protection Principles

Liminal Space Psychology Service (the organisation) processes personal data in accordance with the following data principles:

- The organisation processes personal data lawfully, fairly and in a transparent manner.
- The organisation collects personal data only for specified, explicit and legitimate purposes.
- The organisation processes personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing.
- The organisation keeps accurate personal data and takes all reasonable steps to ensure the inaccurate personal data is rectified or deleted without delay.
- The organisation keeps personal data only for the period necessary for processing.
- The organisation adopts appropriate measures to make sure that personal data is secure and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage.

Liminal Space Psychology Service will inform clients, volunteers, referral partners and those affected by its activities the reasons for processing their personal data, how it uses such data and the legal basis for processing in its privacy notices. It will

not process the personal data of individuals for other reasons. Any data personal data will not be shared with third parties, except as set out in privacy notices. Where the organisation relies on legitimate interest based on processing data, it will carry out an assessment to ensure those interests are not overridden by the rights and freedom of individuals.

The organisation keeps a record of its processing activities in respect of personal data in accordance with the requirements of the UK GDPR.

## **Policy Statement**

As a data subject, individuals have a number of rights in relation to their personal data.

### **Subject access requests**

Individuals have the right to make a subject access request. If an individual makes a subject access request, the organisation will tell them:

- Whether their data is processed and if so why; the categories of personal data concerned, and the source of the data if it is not collected from the individual;
- To whom their data is or may be disclosed, including recipients located outside of the UK and the safeguards that apply to such transfers;
- For how long their personal data is stored (or how that period is decided);
- Their rights to rectification or erasure of data, or to restrict or object to processing;
- Their right to complain to the Information Commissioner if they think the organisation has failed to comply with their data protection rights; and
- Whether the organisation carries out automated decision-making and the logic involved in any such decision-making.

Liminal Space Psychology Service will also provide the client, volunteer, referral partner and those affected by its activities with a copy of the personal data undergoing processing. This will normally be in electronic form if the individual has made a request electronically unless they agree otherwise.

To make a subject access request, the client, volunteer, referral partner or those affected by its activities should send the request to [liminal.psych@gmail.com](mailto:liminal.psych@gmail.com) In some cases, the organisation may need to ask for proof of identification before the request can be processed.

Liminal Space Psychology Service will respond to a request within a period of one month from the date it is received. In some cases, such as where the request is complex, it may respond within three months of the date the request is received. The organisation will write to the individual within one month of receiving the original request to tell them if this is the case.

If a subject access request is manifestly unfounded or excessive, the organisation is not obliged to comply with it. Alternatively, the organisation can agree to respond but will charge a fee, which will be based on the administrative cost of responding to the request. A subject access request is likely to be manifestly unfounded if it is made with the intention of harassing the organisation or causing disruption, or excessive where it repeats a request to which the organisation has already responded. If an individual submits a request that is unfounded or excessive, the organisation will notify them that this is the case and whether it will respond to it.

## **Other rights**

Individuals have a number of other rights in relation to their personal data. They can require the organisation to:

- Rectify inaccurate data;
- Stop processing or erase data if the individual's interests override the organisation's legitimate grounds for processing data (where the organisation relies on its legitimate interests as a reason for processing data);
- Stop processing or erase data if processing is unlawful; and
- Stop processing data for a period if data is inaccurate or if there is a dispute about whether the individual's interests override the organisation's legitimate grounds for processing data.

To ask Liminal Space Psychology Service to take any of these steps, the client, volunteer, referral partner or those affected by its activities should send the request to [liminal.psych@gmail.com](mailto:liminal.psych@gmail.com)

## **Data Security**

Liminal Space Psychology Service takes the security of personal data seriously. The organisation has internal policies and controls in place to protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed, except by employees in the proper performance of their duties. Where the organisation engages third parties to process personal data on its behalf, such parties do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

## **Impact Assessments**

Some of the processing the organisation carries out may result in risks to privacy. Where processing would result in a high risk to individual rights and freedoms, the organisation will carry out a data protection impact assessment to determine the necessity and proportionality of processing. This will include considering the purposes for which the activity is carried out, the risks for individuals and the measures that can be put in place to mitigate those risks.

## **Data breaches**

If Liminal Space Psychology Service discovers that there has been a breach of personal data that poses a risk to the rights and freedoms of the individuals, the organisation will report it to the Information Commissioner within 72 hours of discovery. The organisation will record all data breaches regardless of their effect. If the breach is likely to result in high risk to the rights and freedoms of individuals, it will tell affected individuals that there has been a breach and provide them with information about its likely consequences and the mitigation measures it has taken.

## **Individual Responsibilities**

Individuals are responsible for helping the organisation keep their personal data up to date. Individuals should let the organisation know if data provided to the organisation changes.

Individuals who have access to personal data are required:

To access only the data they have authority to access and only for authorised purposes;

Not to disclose data except to individuals (whether that's inside or outside of the organisation) who have appropriate authorisation;

- To keep data secure (for example by complying with rules on access to premises, computer access, including password protection, and secure file storage and destruction);
- Not to remove personal data, or devices containing it or that can be used to access personal data, from the organisation's premises without adopting appropriate security measures (such as encryption or password protection) to secure the data and the device;
- Not to store personal data on local drives or on personal devices that are used for work purposes and;
- To report data breaches of which they become aware to the Director of Liminal Space Psychology Service (Dr Sarah Sivers) immediately.

## **Section 2**

### **Specific Information**

#### **What information does Liminal Space Psychology Service collect?**

The type of information that Liminal Space Psychology Service collects, holds and shares during the course of our involvement with a setting, child or young person includes the following:

- Personal information of the child or young person and those that have parental responsibility for them (e.g. name, date of birth and address)
- Consent and referral forms from schools containing background information with parent or guardian consent. These forms will ask for information which may include, but is not limited to:
  - Strengths and areas for development
  - Previous assessment information
  - Relevant medical information
- Records and reports from other professionals or services relevant to our involvement such as such as paediatricians, speech and language therapists, teachers and social workers
- Images, video and audio recordings, digital and paper records that support our work with a setting, child or young person
- School information (contact names, email addresses)
- Personal information of staff including names and contact details

#### **Why do I collect your personal information?**

I use your personal information to:

- Collaborate with key adults (link in school which is most likely to be the SENCo) to explore the most appropriate involvement
- Choose the right approach and tasks to use with a child or young person to gain an understanding of their strengths and areas for development
- Undertake collaborative conversations with adults who work with the child or young person and their parents / carers
- Support and deliver interventions, such as, but not limited to, therapeutic approaches such as Video Interaction Guidance and Therapeutic Play
- Provide schools, settings and parents/carers with a written summary to inform ongoing support for a child, young person, group or class
- Develop training and resources
- Evaluate and quality assure the services we provide
- Undertake research to help understand and improve the quality of education for children and young people
- Engage in supervision (discussions with other psychologists and professionals) to maintain and develop our professional practice
- Work with settings at a systemic level such as organisational work or critical incidents

This information is used to help me in the following ways:

- To support a child or young person's development (social, emotional and academic)
- To support the adults around the child or young person
- To write a summary of the collaborative work and exploration of strengths
- To share the findings of any research conducted
- To assess the quality of our services and inform future projects

### **Who do I obtain your information from?**

Most information will be obtained directly from schools, pupils and parents. Additional information may be processed from:

- Medical reports
- Previous involvement from other professionals outside of Liminal Space Psychology Services

### **Who do I share your personal data with?**

I share pupil information with:

- The school the child or young person attends
- Parents/carers and the child or young person

I will not share any information outside Liminal Space Psychology Service without your consent unless I have a lawful basis for doing so.

## **How long do I keep your personal data?**

I will hold personal information securely and retain it from the child /young person's date of birth until they reach the age of 25, after which the information is archived or securely destroyed.

Some personal information that is stored as part of a professional training process or for a specific intervention (such as Video Interaction Guidance) will be kept for less time than this. You will have given informed consent in these cases.

Other customer information will be stored only for as long as is operationally necessary.

## **What rights do you have over your data? (also see Section 1)**

Under the GDPR, parents/carers, children and young people and school staff have the following rights in relation to the processing of their personal data:

- To be informed about how I process your personal data (Section 1 and 2 of this policy fulfils this obligation)
- To request access to your personal data that I hold and be provided with a copy of it
- To request that your personal data is amended if inaccurate or incomplete
- To request that your personal data is erased where there is no compelling reason for its continued processing
- To request that the processing of your personal data is restricted
- To object to your personal data being processed

## **Where I store your personal data:**

The data that I collect from you is saved on a secure laptop and transferred to an external hard drive. This equipment is stored in a locked cupboard when not in use. Additionally, there is password protection of any documentation or report which includes personal details of young people. In respect of any documentation that relates directly to a child, only initials are used, to protect children's identities.

Paper based documentation is stored in lockable filing cabinets, but I aim to minimise paperwork by scanning and storing documents electronically.

## **Disclosure of your information:**

I may disclose your personal information to third parties if I am under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply any agreements; or to protect the rights, property, or safety of myself, or others. This includes exchanging information with other organisations for the purposes of safeguarding or other statutory regulations I have to comply with.

**Link to further GDPR information:**

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

*Please be aware that we do not have any control over the information on this site and it should only be used for additional information.*

**Complaints procedure:**

If you have any concerns about the way we handled your personal data or would like any further information, then please contact us as outlined below.

**Liminal Space Psychology Service Contact:**

Dr Sarah Sivers

Email: [liminal.psych@gmail.com](mailto:liminal.psych@gmail.com)

Telephone: 07842 870024

You also have the right to lodge a complaint with the UK data protection regulator, the Information Commissioner's Office ("ICO"). Contact details are below:

**First Contact Team, Information Commissioner's House, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 0303 123 1113.**

For further information on your rights and how to complain to the ICO, please refer to the ICO website <https://ico.org.uk/concerns>

Date of Policy 12<sup>th</sup> July 2023