



## **Privacy Policy & GDPR**

### **Introduction**

Welcome to Rachel Fox Forensic Psychotherapy Services Ltd. This Privacy Policy outlines how we collect, use, disclose, and protect your personal information. Your privacy is of utmost importance to us, and we are committed to ensuring that your personal information is handled in a safe and responsible manner.

### **Information We Collect**

We collect the following types of information:

**Personal Details:** Name, Date of Birth and Contact Information, including email address, phone number, home address and emergency contact

**Medical Information:** Information regarding any current or previous physical or mental health diagnoses

**Usage Data:** No personal data is collected through our website, aside from the usual cookies

### **How We Use Your Information**

We use the information we collect for the following purposes:

**To Provide Services:** To schedule appointments, and to conduct psychotherapy sessions or undertake risk assessments

**Communication:** To communicate with you regarding your appointments, treatment plans, and other relevant information

**Legal Obligations:** To comply with legal and regulatory requirements

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**Psychotherapist | Forensic Risk Assessor | EMDR Practitioner | Clinical Hypnotherapist**

[www.indecentimagesriskassessment.co.uk](http://www.indecentimagesriskassessment.co.uk)  
[rachel@indecentimagesriskassessment.co.uk](mailto:rachel@indecentimagesriskassessment.co.uk)

[www.rachelfoxtherapy.co.uk](http://www.rachelfoxtherapy.co.uk)  
[rachel@rachelfoxtherapy.co.uk](mailto:rachel@rachelfoxtherapy.co.uk)

## Disclosure of Your Information

We do not share your personal information with third parties except in the following circumstances:

**With Your Consent:** We may share information with third parties if you have provided explicit consent

**Legal Requirements:** We may disclose information if required by law or in response to legal proceedings

**Emergency Situations:** We may disclose information in situations involving imminent risk of harm to yourself or others

## How Long we Keep Information

We keep your information for six years, in accordance with regulatory requirements

## Data Security

We take appropriate measures to protect your personal information from unauthorised access, disclosure, alteration, and destruction. These measures include:

**Access Controls:** Limiting access to personal information to authorized personnel only

**Secure Storage:** Storing personal information in secure systems

## Your Rights

You have the following rights regarding your personal information:

**Access:** You can request access to your personal information

**Correction:** You can request correction of any inaccurate or incomplete information

**Deletion:** You can request deletion of your personal information, subject to legal and contractual restrictions

**Objection:** You can object to the processing of your personal information in certain circumstances

**Data Portability:** You can request a copy of your personal information in a structured, commonly used format

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## 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 data

**Your right to rectification** - You have the right to ask us to rectify personal data 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 data in certain circumstances

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

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

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

**Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent

*You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.*

*To make a data protection rights request, please contact us using the contact details at the end of this privacy notice.*

## Changes to This Privacy Policy

We may update this Privacy Policy from time to time. We will notify you of any changes by posting the updated policy on our website and updating the effective date. Your continued use of our services after any changes to this Privacy Policy will constitute your acceptance of the changes.

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## Contact Us

If you have any questions or concerns about this Privacy Policy or our privacy practices, please contact us at:

**Rachel Fox Forensic Psychotherapy Services Ltd**

**81 Gardenfield, Skellingthorpe, Lincoln, LN6 5TA**

[rachel@rachelfoxtherapy.co.uk](mailto:rachel@rachelfoxtherapy.co.uk) / [rachel@indecentimagesriskassessment.co.uk](mailto:rachel@indecentimagesriskassessment.co.uk)

**Effective Date:** 1<sup>st</sup> August 2024

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This Privacy Policy ensures that we uphold our commitment to protecting your personal information and maintaining your trust in our services

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