

**THE EDINBURGH PRACTICE
YOUNG PERSON'S PRIVACY POLICY**

PROTECTING THE INFORMATION YOU GIVE US

The Edinburgh Practice (TEP) is committed to keeping your personal information and data safe. We are registered with an organisation called the Information Commissioners Office (ICO). The ICO ensures data protection laws are being followed. TEP also follows the General Data Protection Regulation (GDPR) guidelines.

This Privacy Policy aims to give you information on:

- The information we collect
- Why we ask for this information
- Whether your information will stay private
- Who is in charge of looking after your information
- How long we store your information for
- Your legal rights (what you can ask for)



The information we collect

- Name
- Address
- Date of birth
- Phone number
- Email
- GP (family doctor) details
- Your parent/carer details
- Bank details and private health insurance policy details (if relevant)
- Information about your health or current difficulties
- Personal information gathered during your appointments and your treatment plans



Why we ask you to provide this information?

- To keep a record of who you are.
- To contact you (or your parents/carers) to set up appointments.
- To help us understand how to best support you and the service you require.
- To help us identify the clinician who is best placed to help you.
- During appointments your clinician will ask you questions which might include gathering information about school, college, university, work, family, friends,

hobbies, how you have been feeling and things that are happening in your life. Completing a full assessment by gathering this information helps us understand you better so we can give you the best support and work with you safely and effectively.



Will your information stay private?

We keep your personal information safe and follow rules about how we store and use information. These rules are called the Data Protection Act 1998 and the General Data Protection Regulation (2016) (GDPR), and they help make sure your data is protected.

We take care to keep your information safe:

- All of your personal information is stored securely in our computer system.
- Access to your information is restricted and only people who really need to see your information can access it.
- We back up the data every day to make sure it's not lost.
- Our computers are protected with passwords and special security.

We have strong protections in place to stop anyone from getting your information without permission. Although unlikely, if something goes wrong and your information is accessed, we will let the right authorities know (the ICO), we will follow the ICO procedures and also tell you and your parent/carers what happened.



For your own safety

Anything you talk about with your clinician is confidential (private) and will not be passed to others without your permission. The exceptions to this are:

- (1) If your clinician is worried about your safety or the safety of someone else, they may have to tell someone to help keep everyone safe.
- (2) Our clinicians receive supervision to help them deliver the best care possible. Your clinician won't share your name or details with their supervisor, just general information to help them improve.
- (3) Legal or court proceedings.

Under these circumstances we will only disclose information that is relevant and necessary. We will always try our best to tell you if we need to share any of your

information for the reasons above, who we are sharing the information with and why it is needed.



Who is in charge of looking after your information?

The Edinburgh Practice follows the rules in the Data Protection Act 1998 and GDPR guidelines that protect your personal information. We are in charge of keeping your information safe.



How long do we store your information?

Your personal information will be kept while you are a client with us. When you are no longer a client, your records will be kept for 7 years after your 18th birthday. After this time, we will safely destroy them. Your information is kept for seven years in case it is needed to help with your future health or wellbeing.



Your legal rights (what you can ask for)

The law states that you have the right to ask:

- To see your information
- To change your information if it is not correct
- To delete your information
- To stop your information being used (but still stored)
- To have your information moved

We can't always say "yes" to everything you ask if there is an important reason why. However, we will always do our best to help you and explain if your request is not possible.

For Further Information

If you have any questions you can speak to our Clinical Director (person in charge), Dr Fiona Wilson. You might want your parent/carer to help you with this.

If you or your parent/carer require further information or are not happy, you can contact The Information Commissioner's Office (ICO). The ICO ensures data protection laws are being followed <https://ico.org.uk>.

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