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**Privacy Policy - SPECIALIST PSYCHOLOGIST SERVICES**

We have always taken data protection and confidentiality seriously at Specialist Psychologist Services and with the changing regulations regarding data protection, SPECIALIST PSYCHOLOGIST SERVICES has further developed it's privacy policy to help protect all users and members.   The privacy policy is pretty long and wordy, so we apologise for that!  However, it is designed so that there is clarity and reassurance for all involved.  By continuing to use our services on or after 25th May 2018, you acknowledge our updated digital Privacy Policy. Please feel free to contact us if you have any questions. Thank you in advance.

**Privacy Policy**

SPECIALIST PSYCHOLOGIST SERVICES is committed to protecting your privacy.

The privacy policy explains what information is collected about you, how we use this information, how you can instruct us if you prefer to limit the use of the information, and the procedures that we have in place to safeguard your privacy.

Whenever you give us personal data, you are consenting to its collection and use in accordance with our privacy policy. We do not store or share debit and credit card detail. We will not share your personal information for any other purposes without your consent unless required by law.

In line with the Health and Care Professions Council, client confidentiality is protected at all times. In some circumstances—such as a situation where we need to prevent serious harm to other people—it may be necessary to disclose confidential information. In this type of situation, it would be considered as to whether it is in the public interest to disclose the information, and appropriate advice and support would be sought as necessary.

Specialist Psychologist Services takes precautions, including administrative, technical, and physical measures, to safeguard your Data against loss, theft, and misuse, as well as against unauthorized access, disclosure, alteration, and destruction.

**Email communications**

SPECIALIST PSYCHOLOGIST SERVICES adhere to the following policy in relation to the deployment of email communications:

All emails sent to you by SPECIALIST PSYCHOLOGIST SERVICES will clearly identify SPECIALIST PSYCHOLOGIST SERVICES as the sender.

You may unsubscribe from ALL SPECIALIST PSYCHOLOGIST SERVICES mailing lists, with the exception of any emails regarding product updates or renewals.

SPECIALIST PSYCHOLOGIST SERVICES sends emails to customers and prospects in both plain text and HTML email formats. Emails are sent using sender email info@specialistpsychology.co.uk

SPECIALIST PSYCHOLOGIST SERVICES will not use third-party companies to send emails on its behalf.

If you receive an email which claims to come from SPECIALIST PSYCHOLOGIST SERVICES which does not use this domain, or if you are suspicious that an email may not be an approved SPECIALIST PSYCHOLOGIST SERVICES email communication, then please send a copy of the email to  info@specialistpsychology.co.uk so we can investigate.

**Other information we collect and how we use it**

In general, you can visit SPECIALIST PSYCHOLOGIST SERVICES on the internet without telling us who you are or giving any personal information about yourself. However, when you contact us (either online, in person, by telephone, fax or letter) to enquire about, order, or start using our products or services, you may be required to provide personal data such as your name, telephone number, email address, and credit card details. We will collect that information and use it for the purposes for which you have provided it. We will never collect sensitive information about you without your explicit consent, and we will not pass any of your personal details on to third parties unless it is necessary to facilitate your enquiry.

**Cookies**

“Cookies” are small pieces of text that get entered into the memory of your browser by a website. They allow the website to store information on a user's machine and later retrieve it. SPECIALIST PSYCHOLOGIST SERVICES uses cookies so that we can better serve you when you return to the Site. Cookies also enable us to track and target the interests of our users to enhance the onsite experience. Cookies are in no way linked to any personally identifiable information. If a user rejects the cookie, they may still use the Site, although some areas may be functionally limited.

Most internet browsers allow the use of cookies to be enabled or disabled. Please refer to the documentation for your browser software for specific instructions on how to enable or disable cookies on your computer.

**How we use your personal information**

We use your personal data to provide goods and services to you, and to let you know about other goods and services in which you may be interested, including alerting you to product upgrades, offers, and contract renewal information.

**Links**

Our website contains links to other sites. Please be aware that we are not responsible for the content or for the privacy practices of those sites that we link to. We encourage our users to be aware when they leave our site, and to read the privacy policy of other sites that collect personal data. This privacy policy applies to personal data collected by SPECIALIST PSYCHOLOGIST SERVICES and our associated companies.

**How we protect your information**

Unfortunately, no data transmission over the internet or any other network can be guaranteed 100% secure. While we strive to protect your personal information, we cannot ensure and do not warrant the security of any information you transmit to us, and this information is transmitted at your own risk.

We endeavour to hold all personal information securely in accordance with our internal security procedures and English law.

**How to contact SPECIALIST PSYCHOLOGIST SERVICES**

This is the website of SPECIALIST PSYCHOLOGIST SERVICES, a subsidiary of the company Specialist Psychologist Services, a company registered in England and Wales under company number 7306792.

If you would like to request any information about your personal data or believe that we are holding incorrect personal data on you, please contact info@specialistpsychologistservices.co.uk. It is possible to obtain a copy of the information that we hold on you. If you have a concern about how we handle your data, or you would like to lodge a complaint, please report it to us and we will explore it immediately and if necessary contact The Information Commissioner’s Office.

Notification of changes

This privacy policy was last updated on 21st May 2018. We reserve the right to amend or vary this policy at any time and the revised policy will apply from the date posted on the Site. You accept that by doing this, SPECIALIST PSYCHOLOGIST SERVICES has provided you with sufficient notice of the amendment or variation.

*Thank you, from all al Specialist Psychology Services*