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TALIS CONSULTING LIMITED

May 2018

General Data Protection Regulation (GDPR) Privacy Statement

Talis Consulting Limited understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all of our patients and customers and will only use personal data in ways that are described here and in a way that is consistent with our obligations and your rights under the law.

1. What does this statement cover?

This statement explains how we use your personal data, how it is obtained, held and processed. It also explains your rights under the law relating to your personal data.

2. What is personal data?

Any information that can directly or indirectly identify a person is now considered as personal data.

3. What are my rights?

Under GDPR you have the following rights which Talis Consulting Limited will work to uphold:

i). The right to be informed about the obtaining and use of your personal data.

ii). The right to access the personal data we hold about you.

iii). The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete.

iv). The right to be forgotten – you can ask us to delete or otherwise dispose of any of your personal data that we have.

Registered Office

EJE Accountants
Celtic House
SA1 8QB

Company Registration: 04540095

LinkedIn
hcpc registered www.hcpc-uk.org
The British Psychological Society
Chartered Psychologist

v). The right to restrict the processing of your personal data.

vi). The right to object to us using your personal data for a particular purpose or purposes.

vii). The right to data portability. This means that you can ask us for the personal data that we hold for you if you wish to use it with another service provider.

viii). You have rights related to automated decision-making and profiling. We do not use your personal data in this way.

4. What personal data do you collect?

We may collect and hold some of all of the following personal data:

i). Name

ii). Date of birth

iii). Gender

iv). Address

v). Telephone number(s)

vi). E-mail contact information

vii). GP records

viii). Hospital Records

ix). Ambulance Records

x). Other Health records

xi). Legal documents shared with us by your instructing Solicitor / Legal representative

5. How do you use my personal data?

Under the GDPR we must always have a lawful basis for using personal data. This may be because the personal data is necessary for us to undertake our professional services in connection with your needs / instructions. Your personal data will be used for the following purposes:

i). Communicating with you

ii). Supplying our professional services to you

6. How long will you keep my personal data?

By law, Talis Consulting Limited is required to hold health records for between 6 and 10 years following discharge from our assessment or treatment services.

7. How and where do you store or transfer my personal data?

We only store or transfer your personal data within the UK. Electronic records are held in secure, cloud-based, storage which is password protected. Paper records are held in a locked archive facility in an alarmed building.

8. Do you share my personal data?

Access to your personal data is strictly limited to employees and Consultants of Talis Consulting Limited on a need-to-access basis. Professional staff are bound by confidentiality requirements of their registration with Health and Care Professions Council and by the British Psychological Society. Non-professional staff are bound by signed Confidentiality Agreements. We may be required to share your personal data if you are involved in legal proceedings. We would not do this without your consent and agreement.

9. How can I access my personal data?

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it. This is known as a "subject access request".

All "subject access requests" should be made in writing and sent to the Data Protection Officer at Talis Consulting Limited. We are required to respond to your request within one month, however, we can refuse or charge for requests that are manifestly excessive or unfounded.

10. How do I contact you?

Dr Tracey Ryan-Morgan
Data Protection Officer
Talis Consulting Limited
P.O. Box 166
Carmarthen
SA31 9BU
tracey@talisconsulting.co.uk

11. Changes to this privacy notice

We may change this privacy notice from time to time. This may be necessary, for example, if the law changes or if we change our business in a way that affects personal data protection.

End of Statement