



Carstairs Psychological Associates Ltd

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Privacy statement

Carstairs Psychological Associates Limited is a company that provides psychological services. The Director is Dr Kari Carstairs. She is registered with the Health & Care Professions Council and with the United Kingdom Council for Psychotherapy. As such, her practice is regulated and she is held to high professional standards of confidentiality.

The company is and will to continue to be registered with the Information Commissioner's Office under reference Z944518X. The nature of the work under this entry is Healthcare. The purpose for holding information is stated as "to enable us to provide health services to our patients, to maintain our accounts and records, promote our services and to support and manage our employees."

All associates with the company who act as expert witnesses are also registered psychologists with the Health & Care Professions Council. As such, their practice is regulated and they are held to high professional standards of confidentiality.

Information about you as a client who is being assessed in relation to Court proceedings is held securely in paper files in the office during the preparation of the report. Test data are gathered and some of this data (depending on the test) is analysed by computer. You are given a case number and this case number is used to identify you during the computerised data analysis. The case number is also used in the company's accounts, which do not contain your name or any identification of your contact details. The test results are printed out and put on your paper file. In addition, the psychologist who is assessing you takes hand written notes during the interview and will also have access to documents that have been provided with the referral via the solicitors. The report is written on the computer and all reports are password protected to prevent unauthorised access. The computer is encrypted and access is also protected by a separate password.

Once the report has been written and sent to the solicitors, the paper file is stored securely in the office. After all the invoices are paid, the file is discharged. All documents from third parties are shredded, apart from documents relating to the contractual arrangements between the solicitors and the company. The file is then archived after about one year and stored securely in a local storage facility. The computerised report is deleted after about three years after discharge. After ten years, the whole paper file is shredded. The purpose of keeping the paper file for ten years is that sometimes, it is helpful to have access to the original report and test results, for example, if you are reassessed at a later date. It also means that if there is any inquiry or concern about your case, we can respond with the information we hold if it is appropriate to do so.

Your data will not be released to any other parties outside of the solicitors and the Court within the legal proceedings unless there were good reason during the course of the assessment to have urgent concerns about your immediate safety or the safety of another person and the psychologist felt that it was essential to inform third parties (such as your GP or your psychiatrist) about this risk. In such a situation, the psychologist will inform you about this as soon as possible.

Under the legislation known as the General Data Protection Regulation, you have certain rights as a data subject that you can read about here: <https://ico.org.uk/>

If you have any concerns about how your data is processed by the company, please bring it to the attention of the psychologist you are seeing. Please also let Dr Carstairs know as the data controller and company director. You also can report your concerns to the Information Commissioners Office.

Dr. Kari S. Carstairs, Director

Associates: Dr. Bandhana Bhanot, Mr. Duncan Harris, Dr. Jasmin Aquan-Assee

Consultant: Dr. Robert Halsey

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