



Privacy Policy

January 2025

At Psych Pree Psychological Services, I am committed to protecting your privacy and confidentiality. As a psychologist in private practice, I understand the importance of safeguarding the sensitive information you share with us. This Privacy Policy outlines how I collect, use, and protect your personal information in compliance with applicable laws and ethical standards.

1. Information I Collect

I collect the following types of information in order to provide you with quality psychological services:

- **Personal Information:** Your name, contact details (phone number, email address), date of birth, and emergency contact information.
- **Health Information:** Information related to your mental health history, diagnoses, treatment plans, therapy sessions, progress notes, and other health-related data relevant to your care.
- **Measures, evaluation and feedback:** Pre and post therapy measures, end of therapy evaluation.
- **Payment Information:** Payment details necessary for processing your invoices or insurance claims (credit card information, insurance provider details, etc.).

2. How I Use Your Information

I use the information you provide to offer the best possible care and services, including but not limited to:

- Conducting assessments and evaluations.
- Developing personalised treatment plans and therapy strategies.
- Communicating with you regarding appointments, updates, or administrative matters.
- Submitting insurance claims (if applicable) and processing payments.
- Ensuring compliance with legal, ethical, and regulatory requirements related to the provision of healthcare.
- Registration for online or in person workshops

3. Confidentiality

Confidentiality is a cornerstone of my practice. All information shared in therapy or during interactions with you is kept private and will not be disclosed to anyone without your written consent, except in the following cases:

- **Emergencies:** If you are in immediate danger of harming yourself or others, I may break confidentiality to ensure your safety and the safety of others.
- **Legal Requirements:** If required by law or court order, we may disclose your information to authorities (e.g., subpoenas, child abuse investigations, etc.).
- **Third-Party Providers:** If I work with another healthcare provider or team to support your care (e.g., psychiatrists, physicians, GP), your information may be shared with their consent to coordinate care. You will be informed in advance of any such sharing.

4. Your Rights

As a client, you have the following rights regarding your personal information:

- **Right to Access:** You have the right to request copies of your records, treatment notes, and other personal information we have on file.
- **Right to Amend:** If you believe the information we have is incorrect or incomplete, you have the right to request a correction.
- **Right to Consent:** You can choose who may have access to your personal and health information and may provide written consent for us to share certain details with other professionals or organizations.
- **Right to Privacy:** You have the right to ask questions and receive clear explanations regarding how your information is used, stored, and protected.

5. How I Protect Your Information

I take several steps to protect your personal and health information from unauthorised access, including:

- **Electronic Security:** Your data is stored securely. I use secure methods to communicate, such as password-protected systems and encrypted emails when necessary.
- **Paper Records:** Any paper documents containing personal or health information are stored in a locked, secure location.
- **Limited Access:** Only authorised personnel (e.g., your therapist, administrative staff) will have access to your personal information.

6. Use of Technology

I may use technology to enhance our services, such as note taking software Heidi, email or platforms for virtual therapy sessions. When using online platforms, I will:

- Ensure that all communication is secure and encrypted where necessary.
- Explain any potential risks involved in the use of technology (e.g., privacy risks with virtual therapy platforms and Heidi note taking software).
- Obtain your consent for any electronic communications or virtual therapy sessions.

7. Sharing Your Information

I will not share your personal or health information with third parties, except as outlined above. If we need to share information for any other reason, we will obtain your written consent beforehand.

8. Retention of Records

I retain your records for as long as required by law and professional ethics. This is typically for a minimum of 7 years, or as required by HCPC. After this period, records will be securely destroyed.

9. Updates to This Policy

This Privacy Policy may be updated from time to time to reflect changes in our practices or legal requirements. When updates are made, I will inform you by posting a new version on my website or notifying you directly, if necessary.

10. Contact Information

If you have any questions or concerns about this Privacy Policy or how your personal information is handled, please contact me at:

Preeya Vara

Psych Pree

07977165625

preeya.vara@outlook.com