

Data Consent Form

NeuroKids Ltd. is committed to protecting your privacy and handling your personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This form explains how we collect, use, store, and share personal data as part of providing psychological services.

By signing this form, you confirm that you understand and consent to the collection and processing of your data as outlined below.

1. What Data We Collect

We collect and process personal data necessary to provide psychological services, including:

- Personal details (name, date of birth, contact information).
- Relevant medical, psychological, and educational history.
- Therapy records, assessment results, and session notes.
- Information received from external professionals (e.g., schools, medical practitioners, case managers), with consent.
- Financial information (for invoicing and payment purposes).

2. How We Use Your Data

Your data will be used for the following purposes:

- Providing psychological assessments, therapy, and related services.
- Maintaining accurate clinical records in accordance with professional and legal obligations.
- Communicating with you about appointments, reports, and service-related matters.
- Processing payments and meeting financial reporting requirements.
- Ensuring compliance with legal and regulatory requirements.
- Safeguarding and protecting individuals where required by law.

3. Legal Basis for Processing Data

We process your personal data under the following lawful bases:

- Legitimate interests: Providing psychological services as expected by clients.

- Explicit consent: Special category data (e.g., health information) is processed with your informed consent.
 - Legal obligation: Where required by law (e.g., safeguarding concerns, court orders).
 - Provision of healthcare: Under Article 9(2)(h) of UK GDPR.
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4. Data Sharing & Confidentiality

- Your data is kept confidential and used only within NeuroKids Ltd.
 - Information will not be shared with third parties without your written consent, except where required by law (e.g., safeguarding concerns, legal proceedings).
 - We may share information with other professionals involved in your care (e.g., GPs, schools, case managers) only with your consent.
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5. Data Retention

- Client records are retained for seven years after the last appointment for adults.
 - For children, records are kept until they turn 25 years old or seven years after treatment ends, whichever is longer.
 - Emails related to active cases will be deleted 30 days after services conclude.
 - Financial records are kept as required by HMRC regulations.
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6. Data Security

- Personal data is securely stored in electronic systems and/or locked physical files.
 - Only authorised professionals have access to client records.
 - If a data breach occurs, affected individuals will be notified, and we will report to the Information Commissioner's Office (ICO) if necessary.
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7. Your Rights Under UK GDPR

Under UK GDPR, you have the right to:

- Access your data: Request copies of your records.
- Rectify inaccurate data: Request corrections to incorrect information.
- Request erasure: Ask for your data to be deleted where legally permitted.
- Restrict processing: Limit how your data is used in certain circumstances.

- Withdraw consent: Stop data processing where consent is the basis.
- Lodge a complaint: If you believe your data rights have been violated, you can contact the Information Commissioner's Office (ICO) (www.ico.org.uk).

8. Reference to Full Privacy Statement

For full details on how we handle personal data, including lawful processing bases, international data transfers, and additional GDPR compliance measures, please refer to our Privacy Statement, available at: <https://www.neurokids.co.uk/fees-processes>

9. Consent Statement

By signing below, I confirm that:

- I have read and understood the information in this form.
- I acknowledge that I have been provided access to the full NeuroKids Privacy Statement.
- I consent to the collection, processing, and retention of my (or my child's) data as described above.
- I understand that I can withdraw my consent at any time by contacting NeuroKids Ltd.

Client / Parent / Guardian Name: _____

Signature: _____

Date: _____

For any questions about this consent form or how we handle personal data, please contact Dr Sally Robinson, sally.robinson@neurokids.co.uk