

# Privacy statement

## **Your personal information**

We value the trust placed in us by people who share their personal information with us. This is particularly important to us as an organisation that provides therapy, as trust is the basis of any therapeutic relationship.

For this reason, we treat the information that you give to us very carefully. We hold this information securely and, with some exceptions, we do not share this information with third parties.

## **When we might share your personal information**

In order to provide you or your child with the best possible service, we do share personal information within the organisation.

There are very few situations in which we might share this personal information with third parties. Wherever possible we would notify you first. In all cases, we only share the information that is necessary.

These situations are if:

- a. You ask us to share your information.
- b. We need to share limited information when you make purchase from us, for example, with a payment processing organisation.
- c. We have a serious and immediate concern that you are in danger.
- d. We have a serious and immediate concern about the safety of a child.

## **Your rights regarding your personal information**

You have the right to see any personal information that we hold about you or your child, and to ask us to amend or delete it. There may be situations in which we believe that it is not right to make that amendment or deletion. In that case we will tell you and what you can do to appeal against that decision.

In some cases, amending or deleting your personal information may limit the service that we can provide to you or to your child.

## **Confidentiality**

We will provide you with a service in a way that maintains your confidentiality. That means that as far as possible our meetings with you cannot be overheard or overlooked.

## **More details**

For more details, please see our data protection policy:  
<http://infantmentalhealth.com/policies/data.pdf>

May 24<sup>th</sup> 2018