

# Dr Ellie Atkins

## Chartered Clinical Psychologist

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### Privacy Notice

At Headspace, we have to hold and process some information about you as part of your care. This is to help inform your sessions and to keep you safe. The information that we will require includes:

- Your name, address and contact number
- Your GP's details
- Any relevant information about your health, wellbeing and medical history



We may also require reports from your school and other doctors who may have information about you, if it is helpful for your care.

All of this information about you is kept safely in a file and only people working at Headspace will have access to it. We will only share this information with other people directly involved in your care if necessary, and in most cases, we will ask you or your parents first. We keep your information until you turn 21 years old. If you would like to see your information, you can speak to us about this.



Your safety is our number one priority. If we feel you or someone else may be at risk, then we may speak to people who can help, such as your doctor. We will always try to speak to you first before we share any of your information.

If you have any questions about any of this, feel free to ask!