Privacy Notice

Last updated: August 2026

The Forensic Psychologist Service is the trading name used by The Forensic Psychologist Service (North) Ltd. and The Forensic Psychologist Service (South) Ltd. to provide forensic psychology, expert witness, assessment, treatment, consultancy, supervision and training services. This is a joint privacy notice covering both companies and explains how we collect, use, store and share personal information when providing those services and operating our website.

We process personal information in accordance with applicable UK data protection law, including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, as amended, and the Privacy and Electronic Communications Regulations (PECR) where these apply.

Who we are and how to contact us

This notice applies to both of the following companies. Each company is a data controller for the personal information it processes in connection with the services it provides. Where we work together on a matter, both companies may process relevant information, but this does not change your rights under data protection law.

The Forensic Psychologist Service (North) Ltd.
Data protection lead: Emma Stevenson
ICO registration number: Z317067X
Email: emma.stevenson@forensicpsychologist.co.uk
Telephone: 07717 838781

The Forensic Psychologist Service (South) Ltd.
Data protection lead: Dr Louise Bowers
ICO registration number: Z3086407
Email: louise.bowers@forensicpsychologist.co.uk
Telephone: 01787 827 007

Registered office address for both companies: 9 Knowl Road, Mirfield, West Yorkshire, WF14 8DQ.

If you are unsure which company is responsible for your information, you may contact either data protection lead using the details above and we will direct your enquiry appropriately.

The personal information we process

The information we process depends on the service being provided.

Criminal justice, mental health, education and children's services cases

- Names, contact details, dates of birth and other identifying information.
- Information contained in case files, witness statements, court papers, reports and other evidence relevant to the issues under assessment.
- Health and medical information, including information about mental and physical health.
- Information about psychological functioning, behaviour, relationships, social circumstances and risk.
- Special category information where relevant, including racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life and sexual orientation.

- Criminal offence information, including allegations, convictions, sentences, offending history, risk information and related criminal justice records.
- Financial and administrative information where required for invoicing, accounting and record keeping.

Students and professionals

- Names and contact details.
- Information contained in applications, CVs, training and supervision records, assessments and feedback.
- Information about professional functioning, learning needs and, where relevant, health or other special category information.
- Financial and administrative information relating to fees, invoices or payments.

Employees and workers

- Names, addresses, dates of birth, personal contact details and emergency contact details.
- CVs, recruitment information, contracts, salaries and employment records.
- Bank details, payroll information and payslips.
- Health, equality monitoring and other special category information where necessary for employment purposes.
- Criminal offence information where relevant to recruitment, safeguarding or professional requirements.

Website users

When you use our website, limited technical information may be processed through cookies or similar technologies. This may include device, browser and usage information. Non-essential cookies or similar technologies will only be used where permitted by law and, where consent is required, after you have been given a clear choice. Further information should be provided through the website's cookie settings or cookie notice.

Where we obtain information from

We may receive personal information directly from you or from other sources, including:

- solicitors, courts and tribunals;
- His Majesty's Prison and Probation Service (HMPPS), prisons, probation services and other criminal justice agencies;
- police and other law enforcement bodies;
- NHS organisations, independent healthcare providers and other health professionals;
- local authorities, social care and children's services;
- education providers;
- employers or professional bodies where relevant;
- other professionals or agencies involved in your care, assessment, proceedings or support;
- documents, records and other material supplied by an instructing party or authorised third party; and
- you, your representative or another person providing information relevant to the work we have been asked to undertake.

Why we process personal information and our lawful bases

We only process personal information where we have a lawful basis. The basis depends on the purpose and circumstances. We do not rely on consent where another lawful basis is more appropriate, particularly where information is processed in connection with court, tribunal, criminal justice or other formal proceedings.

Purpose	UK GDPR Article 6 basis	Additional basis where required
Providing forensic psychological assessments, expert reports and other professional services	Legitimate interests; contract where applicable; legal obligation where applicable	For special category data, Article 9 conditions including legal claims and, where applicable, health or social care. For criminal offence data, an applicable Schedule 1 DPA 2018 condition, including legal claims where relevant.
Providing psychological treatment, consultation, supervision or training	Legitimate interests; contract where applicable; consent only where it is the appropriate lawful basis	An applicable Article 9 condition for any special category data, including health or social care or explicit consent where appropriate.
Business administration, invoicing, accounting and regulatory compliance	Contract, legal obligation and/or legitimate interests	Special category or criminal offence information is only used where necessary and where an additional legal condition applies.
Employment, recruitment and workforce management	Contract, legal obligation and/or legitimate interests	Relevant Article 9 and DPA 2018 Schedule 1 conditions, including employment-related conditions where applicable.
Protecting people, safeguarding, preventing or detecting crime, or responding to legal requests	Legal obligation, legitimate interests and/or another lawful basis appropriate to the circumstances	Relevant Article 9 or Schedule 1 DPA 2018 conditions, depending on the information and purpose.

Where we rely on legitimate interests, those interests include providing and administering professional psychology services, responding to instructions, maintaining appropriate professional records, managing the business, protecting legal rights and maintaining the security and integrity of our systems and services.

Special category information

Some of the information we process is 'special category' information and receives additional protection under data protection law. We only process it where an Article 6 lawful basis and an appropriate Article 9 condition are both satisfied. Depending on the work, this may include processing necessary for the establishment, exercise or defence of legal claims; health or social care purposes subject to the required professional confidentiality safeguards; employment obligations; or explicit consent where this is genuinely appropriate.

Criminal offence information

Our forensic work frequently requires us to process information about alleged or proven criminal offences, convictions, sentences and related security measures. We only process this information where an Article 6 lawful basis applies and the processing is authorised under the Data Protection Act 2018. Where relevant to legal proceedings or legal rights, we may rely on the Schedule 1 condition relating to legal claims. Other Schedule 1 conditions may apply in different circumstances. We maintain the documentation and safeguards required by law, including an Appropriate Policy Document where a relevant Schedule 1 condition requires one.

Sharing personal information

Personal information is only shared where there is a proper reason to do so and, where appropriate, on a need-to-know basis. This may include sharing information between The Forensic Psychologist

Service (North) Ltd. and The Forensic Psychologist Service (South) Ltd. where both are involved in providing a service or operating the website. Depending on the work, information may also be shared with:

- the person or organisation that instructed us and partner agencies identified as relevant to the instruction;
- courts, tribunals and legal representatives;
- health, social care, education, criminal justice or other professionals where sharing is necessary and lawful;
- accountants, insurers and other professional advisers;
- HM Revenue & Customs, Companies House, regulators or other public bodies where required;
- IT, cloud storage, email, secure file-transfer, website and other service providers acting on our behalf under appropriate contractual safeguards;
- law enforcement or safeguarding authorities where disclosure is necessary and lawful; and
- any other recipient where disclosure is required by law or court order.

There may be circumstances in which the law restricts what we can tell you about a disclosure, for example where informing you would prejudice the prevention or detection of crime, safeguarding, legal proceedings or another protected purpose.

Use of artificial intelligence (AI)

We may use approved artificial intelligence (AI) and other digital tools to support aspects of our professional and administrative work. Where personal information is processed using such tools, we take appropriate steps to protect confidentiality and comply with data protection requirements, including considering the security and data-processing arrangements of the service being used.

AI tools may be used to assist with tasks such as organising information, drafting, editing, summarising or formatting. They are used as assistive tools only. AI is not used to make autonomous clinical, forensic, risk or other significant decisions about individuals. Professional opinions, conclusions and recommendations remain the responsibility of the psychologist undertaking the work.

Where an AI or digital service provider processes personal information on our behalf, it is treated as a data processor and appropriate contractual and data protection safeguards are required. We do not use personal information to train publicly available AI models.

International transfers

Some of our service providers may process or store personal information outside the UK. Where personal information is transferred internationally, we take reasonable steps to ensure that the transfer is lawful and that an appropriate level of protection is in place, for example through UK adequacy regulations or approved contractual safeguards.

How we keep information secure

We use appropriate technical and organisational measures to protect personal information against accidental or unlawful loss, misuse, alteration, unauthorised access or disclosure. Measures include access controls, secure storage, encryption where appropriate, confidentiality requirements, secure disposal and restricting access to information to those who need it for their role.

How long we keep information

We retain personal information only for as long as reasonably necessary for the purpose for which it was collected, taking account of professional, legal, regulatory, insurance and safeguarding requirements. Retention is reviewed periodically. Our current general retention periods are:

- Life sentence and indeterminate sentence prisoner records: up to 99 years.
- Determinate sentence prisoner records: 7 years after sentence expiry.
- Other criminal justice cases and mental health service user records: 7 years.
- Children's records: until age 25 unless a longer criminal justice or other legal retention period applies.
- Employee records: for the period of employment and generally for 6 years after the end of the relevant financial year, subject to any longer statutory requirement.
- Records relating to work with professionals: generally 6 years.
- Student records: generally until completion of the relevant course, unless a longer period is necessary for professional, legal or contractual reasons.
- Email and telephone communications containing case information: normally transferred to the appropriate secure case record or deleted within 1 month where they do not need to be retained in that form.

Some records may need to be retained for longer, or deleted sooner, where this is required by law, professional standards, a court or tribunal, an instructing organisation, an insurer, safeguarding considerations or the particular circumstances of the case.

Your data protection rights

Your rights depend on the circumstances and the lawful basis on which we process your information. They are not absolute and may be restricted by law, including in relation to legal proceedings, confidential information, the rights of other people or other statutory exemptions.

- Access - you may ask for a copy of personal information we hold about you and information about how it is used.
- Rectification - you may ask us to correct inaccurate information or complete information that is incomplete.
- Erasure - you may ask us to delete personal information in certain circumstances.
- Restriction - you may ask us to restrict the use of your information in certain circumstances.
- Objection - you may object to certain processing, including processing based on legitimate interests, in circumstances provided by law.
- Data portability - in limited circumstances, you may ask us to provide information you gave us in a structured, commonly used and machine-readable format or transfer it to another organisation.
- Withdrawal of consent - where we rely on consent, you may withdraw it at any time. Withdrawal does not affect the lawfulness of processing carried out before consent was withdrawn and does not affect processing carried out under another lawful basis.

To exercise any of these rights, contact the relevant data protection lead using the details above. If you are unsure which company holds the information, contact either of us and we will direct your request appropriately. We may need to verify your identity before responding. There is normally no charge for exercising your data protection rights.

Complaints

If you have concerns about how we use your personal information, please contact the relevant data protection lead first so that we can try to resolve the issue. You also have the right to complain to the Information Commissioner's Office (ICO), the UK's independent data protection regulator. Current contact details and guidance are available at ico.org.uk.

Cookies and website technologies

Our website may use cookies and similar storage or access technologies. We provide information about the technologies in use, their purposes and the choices available to users. Essential technologies may

be used where necessary to provide or secure the website. Where consent is legally required for analytics, advertising or other non-essential technologies, these should not be activated until the user has made an appropriate choice. Users should also be able to change or withdraw their choices through the website's cookie controls.

Changes to this privacy notice

We review this privacy notice periodically and update it when our services, systems or legal obligations change. The date at the top of the notice shows when it was last updated.