

Equitas Psychology

Privacy Notice for Expert Collective

Version 1.0 | June 2026

1. Who We Are

Equitas Psychology is a medico-legal psychology practice. Dr Arthur Pearce and Dr Hannah Bashforth are the data controllers and are jointly responsible for any personal data held about you as an expert associate.

This notice explains what personal data we hold about you, why we hold it, how we use and protect it, and what your rights are. It does not extend to the personal data of claimants or any other individuals whose records are passed to you through us, you are responsible for your own privacy obligations in relation to those individuals.

Practice	Equitas Psychology
Data Controllers	Dr Arthur Pearce & Dr Hannah Bashforth
Address	C/O Bond and Co, Bristol North Baths, 69 Gloucester Road, Bishopston, Bristol, BS7 8BN
Email	admin@equitaspsychology.co.uk
Telephone	07902919413
ICO Registration Number	ZB938992

2. What Data We Hold About You

As an expert associate working with Equitas Psychology, we hold the following categories of personal data about you:

- Personal and contact details: your name, address, telephone number, and email address.
- Professional information: your qualifications, areas of expertise, CV or professional profile, and registration details (e.g. HCPC, BPS).
- Case-related records: details of instructions you have accepted, reports you have produced, and correspondence between us and instructing solicitors in connection with those instructions.
- Communications: emails and other written correspondence between you and Equitas Psychology.

We do not hold bank or payment details unless you have provided these for the purpose of receiving payment for completed instructions.

3. Why We Hold This Data and Our Legal Basis

We process your personal data for the following purposes, each with a corresponding lawful basis under UK GDPR:

Purpose	Lawful Basis
Managing our working relationship with you as an expert associate	Performance of a contract / legitimate interests
Matching you to appropriate instructions from solicitors	Legitimate interests
Sharing your professional profile with instructing solicitors to confirm your availability and suitability	Legitimate interests
Maintaining records of instructions and reports produced	Legitimate interests; legal obligation
Communicating with you about live instructions	Performance of a contract
Complying with our professional and regulatory obligations	Legal obligation

4. Records Received From Solicitors on Your Behalf

In the course of managing instructions, Equitas Psychology may receive documents and records from instructing solicitors — for example, claimant records, medical documentation, or case papers — which are intended for use by you as the instructed expert.

Our role in relation to these records is purely facilitative. We act as a conduit to pass them to you so that you can carry out your assessment or prepare your report. We do not retain these records once they have been passed to you, and we take no responsibility for your obligations as the data controller in relation to those records once received by you.

You are responsible for ensuring that you handle any such records in accordance with your own obligations under UK GDPR and any applicable professional guidance, including maintaining your own privacy policy for claimants and any other individuals whose data you process.

5. Who We Share Your Data With

We share your personal data only where it is necessary to do so. This is limited to:

- Instructing solicitors: we may share relevant professional details (such as your name, qualifications, and areas of expertise) with solicitors for the purpose of confirming your availability and suitability for a given instruction. We do not share more than is necessary for this purpose.

We do not share your personal data with any other third parties, and we do not sell or use your data for any commercial or marketing purpose.

6. How We Store and Protect Your Data

We take reasonable steps to keep your personal data secure. This includes:

- Storing records in password-protected, encrypted systems.
- Limiting access to your data to those within Equitas Psychology who need it to manage your instructions.

- Using secure, encrypted channels for email communication.
- Deleting your data securely when it is no longer needed.

If a data breach occurs that poses a risk to you, we will notify the Information Commissioner's Office within 72 hours and inform you as soon as practicable.

7. How Long We Keep Your Data

We retain your personal data only for as long as you remain an active expert associate with Equitas Psychology. Once our working relationship has ended, your data will be securely deleted.

Where there is an ongoing legal or professional obligation that requires us to retain specific records beyond that point (for example, records relating to an unresolved complaint or legal claim), we will retain only what is necessary and for no longer than required.

8. Your Rights Under UK GDPR

As a data subject, you have the following rights in relation to the personal data we hold about you:

- Access: you may request a copy of the personal data we hold about you.
- Correction: you may ask us to correct any inaccurate or incomplete information.
- Erasure: you may ask us to delete your data where we are not required to keep it.
- Restriction: you may ask us to limit how we use your data in certain circumstances.
- Objection: you may object to processing based on our legitimate interests.

To exercise any of these rights, please contact us at admin@equitaspsychology.co.uk. We will respond within one calendar month. There is no charge for making a request unless it is clearly unreasonable or excessive.

If you are unhappy with how we have handled your personal data, you have the right to raise a complaint with the Information Commissioner's Office (ICO) at www.ico.org.uk or by calling 0303 123 1113.

9. Updates to This Notice

We may update this notice from time to time to reflect changes in our practices or data protection law. The current version and date are shown on the front page of this document. We will notify active expert associates of any material changes.