

Privacy Policy – First steps to talking

Date: 29th January 2019

‘First Steps to talking’ is an independent speech and language therapy service that provides face to face services for pre-school children in East Sussex, and is run by Speech and Language Therapist, Anna Lambert-Knott.

Your privacy and data storage is taken seriously and all measures are taken to ensure that your information is safe and secure. We only collect personal information in order to administer safe and effective interventions for you and your child, and that you have agreed to.

This privacy notice describes how we collect and use personal information about you during the course of your intervention and after intervention has ceased, in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

· What information is being collected?

If you become a client we will collect and save the following information that will allow the therapist to provide you with personalised and effective care

- ü Your name and your contact details
- ü Your child’s name and date of birth
- ü Names and contact details of any third party you have consented for information to be shared with
- ü Assessment results
- ü Personalised advice
- ü Therapy plans and progress
- ü Video and audio clips

· How is it collected and kept safe?

Consent and contact Information will be gained and collected at your first appointment. Assessment and therapy outcomes will be written as necessary and all information will be recorded in client’s digital case files.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. Your information is stored on a password-protected laptop. Some information is stored on third party systems that have their own privacy policies that also protect your data. ‘First Steps to Talking’ uses Google Drive to store your information and to communicate with you.

· How will it be used?

All personal data will be used confidentially to provide tailored advice and intervention for you and your child.

We will also use the information to communicate with you as necessary.

· Who will it be shared with?

Your personal information can be shared with any third party involved in your child's care with your written consent. You may wish to share advice with your child's GP, nursery or child minder, for example.

Unless we are required to do so by law, or for child safeguarding purposes, we will not disclose any personal information to any person other than as agreed in your consent form.

- **How long will your information be kept for?**

Clinical records are required to be kept until the child's 25th birthday. When the required retention period has been reached we will destroy and dispose of the records.

- **Your rights**

If you wish to view your personal information or to have it amended or deleted please contact Anna Lambert-Knott at annalambertknott@firststepstotalking.co.uk