



Emma Robinson

Speech and Language Therapist

Privacy Policy

The privacy policy of Sheffield Speech and Language Therapy (SSALT) details the data SSALT collects, why it is collected, and what SSALT does with this data. Emma Robinson assumes the function of the data controller and ensures compliance with General Data Protection Regulation (GDPR). Emma Robinson is registered with the Information Commissioner's Office (ICO) as a Data Controller. You can view Emma Robinson's ICO registration by visiting ico.org.uk.

Contact details

Name: Emma Robinson

Address: 29 Rivelin Park Road, Sheffield, S65GD

Phone Number: 07921263053

E-mail: sheffieldspeechlanguagetherapy@gmail.com

Information SSALT collects

Personal Details

- Contact details, including name, address, phone numbers and e-mail address
- Personal details such as date of birth, parent/guardian details, descriptions of family and educational placements

Healthcare Records

- Other contacts such as name and contact details of GP and any other relevant healthcare professionals involved
- Pre- and post-natal history
- Developmental data such as developmental milestones, feeding history, audiology history
- Medical details: such as any relevant diagnoses, medications, and relevant family history
- Reports from other relevant health professionals such as: Audiology, Psychology, CAMHS (Child and Adolescent Mental Health Services), Occupational therapy, Physiotherapy

Educational Records

- Relevant Individual Educational Plans (IEPs), Education Health and Care Plans (EHCPs), progress notes from educational staff and school reports may be collected

Clinical Records

- Specific data in relation to communication skills may be collected, such as assessment forms, reports, case notes, e-mails and text messages
- Where clinically indicated audio and video files may also be collected



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Financial Records

- SSALT may hold data in relation to on-line purchasing history, card payments, bank details, receipts and invoices. Information will include the name of the bill payer, client name, address and record of invoices and payments made.

How SSALT gets the personal information and why we have it

Personal data will be provided by the client, or in the case of a child (under 16 years), their parent(s)/guardian(s). This information will be collected as part of a case history prior to, or on the date of the first contact. Information may also be provided directly from relevant third parties such as schools and healthcare professionals, with prior consent from the parent(s)/guardian(s).

We use the information you have given us to plan the most appropriate assessment and treatment for the client's speech and language needs as per relevant professional guidelines.

Information is shared with schools and other health professionals when consent is given by parents(s)/guardians(s). We will not disclose any personal information collected to any person without consent, unless we are required to do so by law, or for child safeguarding purposes.

How SSALT stores your personal information

SSALT's records are electronic and processed by a GDPR compliant clinical management system called Therapy Plaza. Records can be shared securely through Therapy Plaza.

Therapy Plaza's privacy policy can be found here:

www.therapyplaza.co.uk

Clinical records for children and young people are stored up until their 25th birthday, or, until their 26th birthday, if 17 at conclusion of their treatment. Clinical records for adults are stored for 8 years. After the period of retention has elapsed data will be destroyed.

Your data protection rights

GDPR gives clients and parents of children under 16 the following rights:

- The right to a copy of the information we hold about the client.
- The right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

You can access the information we hold about you or your child by writing to us at the address detailed at the top of this document. We will provide access to your records within 30 days of receipt of all necessary information.

How to complain



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If you have any concerns about the use of your personal information, you can make a complaint to Emma Robinson using the address detailed the top of this document.

You can also complain to the ICO if you are unhappy with how SSALT has used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>