

Privacy Notice

Who am I

Georgina (George) Iverson, who uses the trading name Surrey Children's Therapy, is an Occupational Therapist registered with the Health and Care Professions Council (HCPC) and a member of the Royal College of Occupational Therapists (RCOT).

I provide Occupational Therapy to children in their home environment and/or education setting. I can be contacted at george@surreychildrenstherapy.co.uk. I have a website at www.surreychildrenstherapy.co.uk.

I am registered with the Information Commissioner's Office as a data controller (www.ico.org.uk). I am committed to protecting personal data provided by clients in line with current legislation.

What kind of personal data do I hold:

I will only hold necessary data about you and your child which includes:

- personal data (name, address, date of birth, school, case history, relevant medical and developmental history).
- Specific details relating to those with parental responsibility (name, address, e mail or phone number as provided).
- Record of your contact with me e.g. appointments, e mail, letters, text

Parents or those with parental responsibility have a contractual obligation to provide personal data about their child, without which, I am unable to provide occupational therapy services. This is the lawful basis by which data is collected as the processing of personal data is necessary for a contract that I have with the parent or person with parental responsibility of a child whom I am providing occupational therapy services to.

How do I collect your personal information:

I collect data about your child through written or spoken information from parents/carers and education staff. This may be in the form of questionnaires, assessment forms, email correspondence, telephone correspondence and face to face discussion. I will keep notes about your child's case history from the assessment / therapy sessions.

With parental consent I will liaise with other professionals working with your child and record data that relates to the child's therapy provision.

I may also collect information about family members where this relates to your child e.g. contact details for parents, relevant development and medical history.

All data obtained about the children that I deliver services to is provided by parents or those with parental responsibility, County Councils, NHS and third parties, such as other private

health professionals, where the parent/person with parental responsibility has consented for the exchange of data for the benefit of treating the child.

If you contact me to enquire about occupational therapy input, specific information will be collected to deal with your enquiry e.g. child's name, age and your contact details. This will form the basis of your child's therapy record. If you choose not to proceed with occupational therapy assessment or intervention then your data will be destroyed 12 months after the date of your enquiry.

What do I use your personal data for:

Your child's data will only be used as part of the process of the Occupational Therapy assessment and as needed to carry out their therapy.

Your child's Occupational Therapy record will be kept securely and treated confidentially.

Your details will not be shared with anyone else without your specific consent, unless there are concerns around your child's safety and well-being.

Reports will only be distributed to the people you have consented to receive this information.

Your data is **not** used for:

- Marketing purposes
- Transferred overseas

How do I store your data:

All information about you, your child and their occupational therapy is stored securely to ensure that I have a complete record of my service to you.

Documents that contain confidential information such as assessments, reports and programmes are stored:

- as paper documents stored in a locked filing cabinet in my home office.
- securely as electronic records using a cloud based practice management software system which is encrypted at rest.

Personal data that is stored:

Contact name and preferred phone number are stored in my phone which is encrypted, password protected and deleted once therapy ceases.

Name and e-mail address is stored within my work e-mail account.

If you choose to pay by bank transfer, the account holder's name, bank details and any reference used, will appear in my bank records and on the cloud based accounting software that I use.

A minimal amount of confidential information will need to be used as part of therapy sessions/meetings and will remain in the therapist's possession for the duration of the visit. Your child's record, paper based and electronic data, will be held until the child's 25th birthday. After this time all records relating to your child will be securely destroyed.

Professional obligations:

It is a legal requirement for all Occupational Therapists to be registered with the Health and Care Professions Council HCPC (www.hcpc-uk.co.uk) I am also a member of the Royal College of Occupational Therapists (www.rcot.co.uk) and I comply with the professional standards set by these bodies.

Your rights:

- You have the right at any time to request access to your child's records by making a written or verbal request. I will provide access to the requested information within 1 month.
- You have a right to rectification. If the data I hold is incorrect you have the right to have this information amended/up dated.
- You have the right to be informed if there is a data breach.
- If you have concerns about the way your data is processed you have the right to contact the supervisory authority at www.ico.org.uk.
- The collection of this data is essential to provide assessment and therapy.
- You have the right to withdraw consent at any time with the understanding that no further assessment or therapy will be possible.
- Please note that the "Right to be Forgotten" does not apply to a child's occupational therapy data as I have a lawful basis for holding information for the purposes of providing health related services to the client.

Changes to this privacy notice

I may change this privacy notice to reflect changes in the laws and /or my privacy practices. I will notify you with an up dated privacy notice when required.

Contacts:

If you require any further information about how your data is processed, please contact george@surreychildrenstherapy.co.uk

If you require further information about data protection legislation and your rights, information is available from the Information Commissioners Office www.ico.org.uk or by calling 0303 123 1113 Monday-Friday between 9am-4.30pm.