



Data Privacy Notice

Speech Leap Ltd ("**Speech Leap**") is an independent Speech and Language Therapy company registered with Companies House (No.11277861). Speech Leap is owned and directed by Justine Woolley and Emma Tunnicliffe both of whom are fully qualified Speech and Language Therapists and registered with the Royal College of Speech and Language Therapists ("**RCSLT**") and Health and Care Professions Council ("**HCPC**"). Speech Leap provides independent speech and language therapy to children in the home and/or educational setting.

Speech Leap operate a website at www.speechleap.co.uk, a Facebook page at @SpeechLeapLtd and a Twitter account at @LeapSpeech.

Speech Leap is committed to maintaining the security and confidentiality of Your nursery / school's records and Children's Personal Data.

Interpretation

Unless otherwise stated, defined terms in this Data Privacy Notice shall have the same meaning as set out in the Terms and Conditions.

Collection of personal information

Children's Personal Data:

Personal Data cannot be collected about Children without Parental Consent. Personal Data about Children may be collected via spoken or written information from Parents and Staff (e.g. face-to-face discussions, phone calls or emails). With Parent's Consent, Personal Data may also be collected from other professionals working with Children including NHS Speech and Language Therapist, G.P. or other medical / educational professionals. Personal Data may also be collected about Children's family members such as contact details for Parents and relevant medical or developmental history.

Your nursery / school's Personal Data:

Nursery / school information including contact details for Staff will also be taken.



Use of personal information

Personal Data collected by Us face-to-face or via email or telephone is stored and used for the purpose of delivering Children's speech and language therapy.

All Personal Data relating to Children and Your nursery / school will only be used for the purpose of delivering appropriate speech and language therapy to Children.

Personal Data will be used to:

- Prepare, plan and provide speech and language therapy to Children
- Communicate with Parents, You and Staff via telephone, email or SMS in relation to arranging and confirming sessions, general communication between sessions and sending invoices and receipts
- Communicate with other professionals involved with Children (if Parents have given consent)
- Assess and improve Our services through clinical audit. Results of audits are always presented with all Children's identities removed

Pupils' personal information:

All Personal Data is stored on a secure and confidential electronic system called "My Therapy Tracker" and is processed in confidence by Us.

With Parent's Consent, Personal Data about Children's speech and language therapy needs will be shared with other professionals involved in their care, when it is in Children's best interests.

Nursery / school's personal information:

Personal Data collected by Us face-to-face or via email, telephone or text message is stored and used for the purpose of delivering speech and language therapy to Children in Your nursery / school.

Unless required to do so by law, We will not disclose any Personal Data collected to any other person than is set out above. We do not give or sell Children's or nursery / school's details to any third parties. We do not employ agents to process Personal Data, for example specialist mailing companies to send out communications.



How personal information is stored

All Personal Data about Children and their speech and language therapy, Parents and Your nursery / school is stored on a secure electronic system called 'My Therapy Tracker' which is compliant with Data Protection Laws. Prior to being uploaded to this system, documents are temporarily stored on a password protected laptop. Any paper based Personal Data will be scanned and uploaded to the electronic system and then immediately destroyed.

In accordance with best practice, all Personal Data will be kept until Children's 25th birthday. After this time, all Personal Data relating to Children will be destroyed.

Yours and Staff's phone number(s) may be stored on a password protected mobile phone and text messages sent to Us will remain on the phone for up to a 3 month period. Text messaging will not be used to discuss Children by either You, Staff or Us.

Meeting our professional obligation

It is a legal obligation for all Speech and Language Therapists to be registered with the HCPC. The HCPC has clear standards of conduct, performance and ethics that all registrant must adhere to.

These standards affect the way in which we process and share Personal Data, specifically:

Standard 2: Communicate appropriately and effectively

"You must share relevant information, where appropriate, with colleagues involved in the care, treatment or other services provided to a service user."

Standard 10: Keep records of your work

"You must keep full, clear, and accurate records for everyone you care for, treat, or provide other services to. You must complete all records promptly and as soon as possible after providing care, treatment or other services. You must keep records secure by protecting them from loss, damage or inappropriate access."

For further information the full document can be found at: <http://www.hcpc-uk.org/assets/documents/10004EDFStandardsofconduct,performanceandethics.pdf>



UK Data Protection Law and EU General Data Protection Regulations

Data Protection Law lays down wide-ranging rules, backed up by criminal sanctions, for the processing of information about identifiable, living individuals. It also gives individuals certain rights in relation to personal data held about them by others.

Speech Leap is registered with the Information Commissioner's Office (ICO) and Justine Woolley and Emma Tunnicliffe are registered as Data Controllers.

Our lawful basis for processing personal information

Data Protection Laws lay down wide-ranging rules, backed up by criminal sanctions, for the processing of information about identifiable, living individuals. Data Protection Laws also give individuals certain rights in relation to Personal Data held about them by others.

Speech Leap is registered with the Information Commissioner's Office ("ICO") and Justine Woolley and Emma Tunnicliffe are registered as a Data Controllers.

Our lawful basis for processing and storing Personal Data is one of 'legitimate interest' under article 6 of GDPR. We cannot adequately deliver a service to the child without processing their Personal Data. As it is both a necessity for service delivery and of benefit to the child, We have a legitimate interest to process and store their data.

Data relating to an individual's health is classified as "Special Category Data" under section 9 of the GDPR. The regulations specify that health professionals who are "legally bound to professional secrecy" may have a lawful basis for processing this data. Speech and Language Therapists are legally bound to keep client information confidential and it is under this condition that We process and store Personal Data.