

PRIVACY NOTICE

Who I am and Why I Process Personal Data:

I am Marion Durrans, Independent Speech and Language Therapist. I am the data controller and processor for this service and am registered with the ICO. My ICO reference number is: ZA340576.

I process personal data in the interests of the client, to be able to assess, diagnose and recommend support for the client's communication needs.

I will not use personal data for marketing. I do not employ agents to process personal data.

I do not sell personal data to third parties.

Collection of Personal Data:

I collect personal data from the client's parents and any other health or education professional involved in the client's care with consent from the client's parents. I will share personal data with health or education professionals involved in the client's care with the client's parents consent. There may be circumstances when I am required by law to disclose personal data.

Storage of Personal Data:

All paper based files are stored in a lockable filing cabinet . All electronic files are stored using the secure cloud storage system Knowhow Cloud.

How long I keep the Data:

Personal data is stored until the client is 25 years old as recommended by the Records Management Code of Practice for Health and Social Care 2016 and The Royal College of Speech and Language Therapists.

When the client reaches 25 years of age, unless there is a lawful reason to keep the personal data for longer, paper based files will be shredded. Electronic files will be deleted. All personal data that is stored on the hard drive will be deleted when reasonably possible.

Your rights:

You have the right to:

- Access – you can see your data
- Rectification – you can request the data is corrected and/or updated
- Restrict processing – you can limit how your data is used
- Portability – you can reuse data for your own purposes across different services
- Object – you can request the processing of your data is stopped. Due to the service that is being provided under the special category of the GDPR, I would need to contact the ICO to gain advice regarding your request to use your right to object.

If you wish to implement your rights, please do so in writing and send to: Marion Durrans, 136 Newport Road, Aldershot, Hants, GU12 4PZ. Your request will take no longer than one month to fulfil.

If you have any questions regarding the processing of your personal data please contact me.

If you have a complaint about how your personal data has been processed please either contact Marion Durrans at mariondurrans@gmail.com or the ICO at www.ico.org.uk