

Privacy Notice

Who we are

Chatterbox Sussex Speech and Language Therapy (SLT) Ltd is registered with Companies House no. 10859242. Chatterbox Sussex SLT delivers independent speech and language therapy to children in the home and/or educational setting. It is owned and directed by Rachel Barton, Speech and Language Therapist, who is registered with the Health and Care Professions Council (HCPC).

Chatterbox Sussex SLT operates a website at www.chatterboxsussex.com

Chatterbox Sussex SLT is committed to protecting the privacy of information provided by clients.

Collection of personal information

Information about your child may be collected via spoken or written information from parents/carers. With parental consent, information may also be collected from other professionals working with your child (such as teachers, nursery staff, childminders, NHS Speech and Language Therapist). We may also collect information about family members where this relates to your child e.g. contact details for parents and relevant medical or developmental history.

You may use the Chatterbox Sussex website without providing any personal information. However, if you wish to make an enquiry via the website, you are requested to provide relevant contact details, such as your name, e-mail address and contact telephone number to enable us to respond to your enquiry.

You may add comments or queries which might also contain personal information.

If your enquiry does not result in your child being seen by Chatterbox Sussex SLT then this personal information will be deleted once your enquiry has been dealt with. If your child is subsequently seen by Chatterbox Sussex SLT these details may be added to their personal record.

The website contains links to other Internet sites which are outside our control and are not covered by this privacy policy. We are not responsible for data which you provide through any such linked websites.

Our use of personal information

Personal information collected by us via the Chatterbox Sussex website, email, telephone or face to face, is stored and used by us for the purpose of delivering your child's speech and language therapy.

Any sensitive personal details are stored in a secure and confidential system and processed in confidence by Chatterbox Sussex SLT and shall only be used for the purposes of delivering appropriate speech and language therapy services to your child.

With your consent, information about your child's speech and language needs will be shared with other professionals involved in your child's care, when it is in your child's best interests. A record of your consent is kept within your child's casenotes.

Unless we are required to do so by law, we will not disclose any personal information collected to any person other than as set out above.

We do not employ agents to process personal data, for example specialist mailing companies to send out communications.

We do not give or sell client details to any third parties.

How we use personal information

We use this information:

- To prepare, plan and provide speech and language therapy services appropriate for your child's needs
- To communicate with you via post, email, telephone, WhatsApp Business, mobile messages and SMS in relation to:
 - confirming and preparing for appointments
 - general communication in between appointments
 - sending you reports and programmes for your child (always password protected)
 - copying you in to communications with other professionals involved with your child (your child's initials rather than full name will be used in emails)
 - sending you resources
 - sending you invoices and receipts
- For clinical audit to assess and improve our service. Results of audits are always presented with all client identities removed
- For management and administration, for example surnames of clients are included in our password protected accounting database

Whenever personal identifiers are not needed for these tasks, if possible we remove them from the information we use.

How we store personal information

All information about you, your child and their speech and language therapy is stored securely in our systems to ensure that we have a complete record of our service to them. We use a secure electronic cloud-based system called "WriteUpp" which is compliant with general data protection regulations. Prior to being uploaded to this system documents are temporarily stored on a OneDrive cloud-based system which is only accessible via a password held by Rachel Barton. Documents which contain confidential information such as reports and programmes are also individually password protected from the outset. Any paper based confidential information such as assessments are stored securely in accordance with Data Protection Regulations.

Videos may be taken of clients with parental consent. These are temporarily stored on an encrypted and password protected tablet. These may then be viewed by the SLT in order to make notes in a client record within 24 hours of the child's appointment. The video is then deleted. Videos can be sent to us by a secure method of your choosing. The videos will be deleted once they have been viewed and no copies are retained.

The minimum amount of confidential information will be taken out of the Speech and Language Therapist's office base. When your child's information is taken out of the office base it will be kept with the Speech and Language Therapist or will be locked in the boot of the Speech and Language Therapist's car (whichever is deemed to be the most secure at that time).

In accordance with law, all records will be kept securely until your child is 25 years old. After this time all records relating to your child will be destroyed.

Our lawful basis for processing personal information

We process and store personal information to comply with our legal obligations.

It is a legal requirement for all Speech and Language Therapists to be registered with the Health and Care Professions Council (HCPC). The HCPC has clear standards of conduct, performance and ethics that all registrants must adhere to.

These standards affect the way in which we process and share information. Specifically:

Standard 9: Maintain records appropriately

"9.1 keep full, clear and accurate records in accordance with applicable legislation, protocols and guidelines"

For further information the full document can be found at: <https://www.hcpc-uk.org/standards/standards-of-proficiency/speech-and-language-therapists/>

Health organisations must adhere to the 8 Caldicott Principles which ensure that people's information is kept confidential and used appropriately.

Principle 7: "The duty to share information for individual care is as important as the duty to protect patient confidentiality"

More information is available at: <https://www.gov.uk/government/publications/the-caldicott-principles>

The Data Protection Act 2018 and General Data Protection Regulations 2018

The Data Protection Act 2018 and The General Data Protection Regulations 2018 lay 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.

Rachel Barton is registered with the Information Commissioner's Office (ICO) as a Data Controller. You can view her ICO registration by visiting: www.ico.org.uk/ESDWebPages/Entry/ZA266569

Our responsibilities

We are committed to maintaining the security and confidentiality of your child's record. We actively implement security measures to ensure their information is safe, and audit these regularly.

We will not release your personal details to any third party without first seeking your consent, unless this is allowed for or required by law.

We are constantly working to ensure compliance with current data protection regulation.

In event of the death or incapacity of Rachel Barton, two trusted and experienced SLTs will be appointed as clinical executors to inform clients and would therefore have access to client data to carry out this role.

In the event of Rachel Barton going unexpectedly missing during a working day, her next of kin would gain access to her diary including client names and addresses in order to locate her and be reassured of her safety.

Your rights

Data protection legislation gives you, the parent, various rights. The most important of these are as follows:

- You have the right to a copy of information we hold about your child.
- You have the right to ask for your record to be amended if you believe that it is wrong.

How to access your child's records

You can access the information we hold about you by writing to us at the address given below. Please apply in writing rather than by email, so that we receive an original signature to compare against the records we hold.

A copy of your child's records is provided free of charge.

We will provide access to your child's records within 30 days of receipt of all necessary information.

Please make your request in writing to:

*Subject Access Requests
Chatterbox Sussex SLT Ltd
9 Hamfield Drive
Hassocks
BN6 9ZW*

If you have any further questions about how we use your information, please contact rachelbartonslt@gmail.com

Further information about data protection legislation and your rights is available from the [Information Commissioner's Office](#) or by calling 0303 123 1113, 9am to 5pm, Monday to Friday.