



Privacy Policy

Nicola Haworth is an independent speech and language therapist providing independent speech and language therapy to children in their home, nursery and/or school.

Nicola Haworth is registered with HCPC (Health Care Professional Council) and a member of RCSLT (Royal College of speech and language therapists) and ASLTIP (Association of speech and language therapists in independent practice)

Nicola Haworth operates a website www.nicolahaworth.co.uk

Nicola Haworth 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 means from parents and/or carers. With parental consent information may also be collected from other professionals working with your child e.g. teacher, school support staff, nursery, child minder, NHS professionals etc. Information may also be collected about family members where the information relates to your child e.g. developmental history, contact details etc.

By providing personal information for initial contact by text, voicemail, phone call or email you are consenting to personal details on yourself and your child being held temporarily by Nicola Haworth. If your enquiry does not result in you being seen by Nicola Haworth then this information will be deleted once the enquiry is complete. If your child is seen by Nicola Haworth these details may be added to your child's personal record

www.nicolahaworth.co.uk website contains links to other websites which are outside her control and are not covered by this privacy policy. Nicola Haworth is not responsible for information you may provide on these sites.

Use of personal information:

Personal information collected by Nicola Haworth via text, email, phone call or face to face contact is stored and used by Nicola Haworth for the purpose of delivering speech and language therapy to your child.

All personal information is stored in a secure and confidential system and is used for the purpose of delivering speech and language therapy.

With your consent, information about your child's speech and language needs will be shared with other professionals involved in your child's care. A record of your consent is kept in the case notes.

Unless required by law, Nicola Haworth would not disclose any personal information collected to any other person other than set out above.

Nicola Haworth does not employ agents to process personal information and she does not give or sell client information to any third parties.

Personal information will be used:

- To prepare, plan and provide speech and language therapy services as appropriate
- To communicate with you via post, email, telephone and text.
- For clinical audit
- For management and administration

Storage of personal information:

All information collected on you, your child and therapy is stored securely. This is in hand written case notes that are stored in a locked filing cabinet. Information is also stored on a password protected computer.

Client phone numbers and email addresses are stored on a mobile phone and I pad. Both phone and Ipad are passcode protected.

When information (e.g. case notes) are taken from base (when travelling to clients) they will be kept with Nicola Haworth or in a locked boot of car.

In accordance with professional guidelines, all records are kept securely until your child reaches age of 25 years old, after this time they will be destroyed.

Meeting our professional obligations:

It is a legal requirement for all speech and language therapists to be registered with the HCPC. The HCPC has clear standards of conduct, performance and ethics that all registrants must adhere to. For further information can be found on www.hcpc-uk.org

UK Data Protection Law and EU General Data Protection Regulation (GDPR)

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

Nicola Haworth is registered with the Information Commissioners Office (ICO) as a data controller.

Lawful Basis for processing personal information:

Nicola Haworth's lawful basis for processing and storing personal information is one of legitimate interest (under article 6 of GDPR)

Nicola Haworth cannot adequately deliver a service to your child without processing their personal information. As it is both necessary for her service delivery and of benefit to your child, she has 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 GDPR. The regulations specify that health professionals who are "legally bound to professional secrecy" may have 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 Nicola Haworth will process and store personal information.

Your Rights

Data protection legislation gives you, the parent, various rights. The most important being:

- You have the right to a copy of information Nicola Haworth holds about your child
- You have the right to ask for your record to be amended if you believe that it is incorrect

How to access your child's records:

You can access the information that Nicola Haworth holds about you and your child by writing to Nicola at the address below. Please apply in writing as the request needs to have an original signature on.

Access to your child's records can be made within 30 days of the request being received at the following address:

Nicola Haworth
Speech and Language Therapist
10 Ashford Drive
Appleton
WA4 5GG

If you have any further questions about use of your information please get in touch with Nicola Haworth.

Further information about data protection and your rights is available from the ICO by calling 03031231113.