



**Speech & Language Therapy
West Midlands Ltd.**

Privacy Policy

Date of policy:	September 2024
Last policy review date:	February 2026
Next Policy review date:	February 2027
Person/s responsible:	Registered Manager

This policy is under regular review. Updates will be made to reflect developments in procedures and best practice



Speech & Language Therapy West Midlands Ltd.

Introduction

provides autism and ADHD assessments and related clinical services.

We are committed to protecting personal information and handling it lawfully, transparently, and securely in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
- CQC Fundamental Standards
- Relevant professional regulatory standards

We recognise that much of the information we process is special category health data, and we apply enhanced safeguards accordingly.

Our Contact Details

Speech and Language Therapy West Midlands Ltd is the Data Controller for the purposes of UK data protection legislation.

Data Protection Officer: Dr Sarah Titchen

Phone Number: 07828995438

E-mail: mdt@nationalneurodiversityassessments.co.uk

Lawful Basis for Processing

Under UK GDPR, we process personal data under the following lawful bases:

Article 6 (General Data)

- Performance of a contract
- Legal obligation
- Legitimate interests

Article 9 (Special Category Health Data)

- Provision of health or social care



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- Health management systems
- Safeguarding of children and vulnerable adults

Where consent is relied upon (e.g., video recordings), it can be withdrawn at any time.

The Type of Personal Information We Collect

We currently collect and process the following information in accordance with NHS information governance standards:

- Personal identifiers, contacts and characteristics
- Medical and developmental history
- Educational records and reports
- Previous assessments and diagnoses
- Behavioural observations and assessment results
- Family medical history relevant to autism and ADHD assessments
- Reports from other healthcare professionals
- School or workplace observations
- Medication history (if applicable)
- Assessment scores and clinical observations
- Video recordings of assessments (where explicit consent is given)
- Questionnaire responses from parents, teachers, and other professionals
- Clinical notes and transcriptions

How We Get Personal Information and Why We Have It

Most of the personal information we process is provided to us directly by the individual or authorised third party for one of the following lawful purposes:

- When a referral is submitted for assessment/therapy
- When we request details about our services
- When an individual enquires about joining Speech and Language Therapy West Midlands Ltd
- When an individual works with a member of our team, such as an assessor
- When an individual completes pre-assessment questionnaires



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- When an individual provides developmental history information
- When we are sent previous medical or educational reports
- When we record assessments for clinical documentation purposes

We also receive personal information indirectly, from the following sources in accordance with NHS information sharing protocols:

- Schools and educational institutions providing academic records
- Healthcare professionals sharing relevant medical history
- Local authorities providing information about previous interventions
- Other clinicians involved in the person's care
- Professional referrers providing background information
- NHS and other healthcare providers as part of integrated care pathways

How We Use Your Personal Information

We use the information that you have given us to:

- Carry out Speech and Language Therapy services in accordance with NHS service specifications
- Conduct autism and ADHD assessments following NICE guidelines
- Provide reports and recommendations to relevant professionals
- Coordinate with other professionals and services
- Plan appropriate support and interventions
- Meet our legal obligations and NHS contractual requirements
- Maintain clinical records for continuity of care
- Support quality improvement and clinical audit activities
- Comply with safeguarding responsibilities

Confidentiality and Data Minimalization

We collect only the minimum necessary information required to provide safe and effective care.

All staff are bound by confidentiality obligations as part of their employment or contractual terms.



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Technology Systems and Data Processing

Patient Management Portal - Google Firebase

We use Google's Firebase suite for our patient management portal:

- **Data Processing Agreement:** Comprehensive Data Processing Addendum (DPA) automatically forms part of Google Cloud Terms of Service
- **Legal Framework:** Legally-binding document outlining Google's data protection responsibilities
- **Compliance:** Subject access request handling and data protection law compliance
- **Security:** Enterprise-grade security with encryption and access controls
- **Data Location:** UK/EU data processing and storage
- **NHS Standards:** Compliant with NHS Data Security and Protection Toolkit requirements

Google Workspace for Secure Storage

Speech and Language Therapy West Midlands Ltd uses Google Workspace with Google Drive for secure cloud storage:

NHS Data Security Compliance:

- Compliant with NHS Data Security and Protection Toolkit (DSPT) requirements
- Data is stored within the UK and/or European Economic Area (EEA) in accordance with UK GDPR adequacy requirements
- Adherence to NHS information governance frameworks
- Regular NHS compliance audits and reviews
- NHS-approved data sharing protocols

Security Features:

- Multi-factor authentication mandatory for all users
- Advanced encryption for data in transit and at rest
- Regular security audits and updates



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- Automatic backup and version history
- Role-based access controls
- Device management and security policies
- Comprehensive audit trails of all data access
- Secure NHS mail integration capabilities (we have secure email accredited to the DCB1596 secure email standard)

Information Sharing and Disclosure

We will not normally share personal data with anyone else without explicit consent, but there are certain circumstances where we may be required to do so in accordance with NHS contractual obligations and legal requirements:

- Safeguarding concerns requiring immediate action
- Where necessary to protect a child or vulnerable adult from harm
- Legal obligations to law enforcement or government bodies
- Court orders or statutory requirements
- NHS integrated care pathway requirements
- Quality assurance and clinical audit (with appropriate anonymisation)
- Serious incident reporting to relevant authorities
- Professional regulatory body requirements
- Liaison with other agencies with appropriate consent or legal basis

Records Management

We follow the NHS Records Management Code of Practice and NHS standard contract requirements:

- **Adult assessments:** 8 years from last contact
- **Child assessments:** Until 25th birthday or 8 years after last contact (whichever is longer)
- **Video and audio recordings:** Maximum 8 years with explicit consent
- **Questionnaires and reports:** 8 years from completion
- **Financial records:** 7 years as required by law
- **Clinical audit data:** In accordance with NHS audit requirements



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Data Protection Rights

Under UK GDPR and Data Protection Act 2018, patients have the following rights:

- **Right of access** to your personal data
- **Right to rectification** of inaccurate data
- **Right to erasure** (right to be forgotten)
- **Right to restriction** of processing
- **Right to object** to processing
- **Right to data portability**
- **Right not to be subject to automated decision-making**

Patients are not required to pay any charge for exercising their rights. We have one month to respond to valid requests.

Requests should include sufficient information to verify identity. We may request identification before releasing information.

Direct Marketing

Marketing communications are sent only where consent has been given or where permitted under legitimate interests in accordance with the Privacy and Electronic Communications Regulations (PECR). You have the right to opt out at any time by emailing info@saltwm.co.uk.

Website and Social Media

- We use cookies to collect standard internet log information and visitor behaviour
- We may collect publicly available information from social media when users interact with our profiles
- All website data collection complies with UK GDPR requirements

Data Security Incidents

In the event of a data security incident:

- We will assess and contain the incident immediately
- Notify relevant authorities within 72 hours where required
- Inform affected individuals without undue delay where appropriate
- Implement remedial actions to prevent recurrence



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- Report to NHS England and relevant commissioners as per contractual obligations

Staff and Candidate Privacy Notice

Scope

This privacy notice applies to all current and former employees, workers, contractors, applicants, and candidates of Speech and Language Therapy West Midlands Ltd.

What Personal Data We Collect

We may collect and process the following categories of information:

- Identification and contact details (e.g. passport, driving licence, name, address, email, phone, bank details)
- Application and recruitment information (CVs, cover letters, interview notes, references)
- Employment records (contracts, pay, performance, training, absence, appraisal data)
- Professional registration, qualification, and right-to-work documentation
- Health and occupational health information (where necessary and lawful)
- Equality and diversity data (optional, for monitoring purposes)
- Criminal record information (where relevant for safeguarding roles)

Why We Process Staff and Candidate Data

We process this information to:

- Manage recruitment and selection processes
- Establish and maintain employment or contractor relationships
- Comply with legal, regulatory, and safeguarding obligations (including NHS and CQC requirements)
- Administer payroll, pensions, and benefits
- Ensure health, safety, and wellbeing at work
- Conduct performance management, training, and professional development



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- Maintain professional registration and compliance with NHS and data security standards

Lawful Bases for Processing

Our lawful bases include:

- Performance of a contract (employment or contractor agreement)
- Compliance with legal obligations (e.g. right-to-work checks, safeguarding)
- Legitimate interests (e.g. business administration, recruitment)
- Consent (where applicable, such as for optional diversity monitoring)

Information Sharing

We may share staff and candidate information with:

- Payroll and pension providers
- HMRC and other government bodies
- NHS organisations (for compliance and verification)
- Professional regulatory bodies (e.g. HCPC, RCSLT)
- DBS (Disclosure and Barring Service) for safeguarding checks
- CQC
- Occupational health providers
- Training and accreditation providers

Data Retention

- Candidate data: retained for up to 12 months after recruitment outcomes (unless consent is given to retain for longer)
- Employment records: retained for 6 years after employment ends
- Payroll/tax records: retained for 7 years as required by law

Your Rights

Staff and candidates have the same UK GDPR rights as outlined earlier in this policy (access, rectification, erasure, restriction, objection, data portability).



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How to Complain

If you have concerns about our use of your personal information:

Primary Contact:

Data Protection Officer: Dr Sarah Titchen

Phone Number: 07828995438

E-mail: mdt@nationalneurodiversityassessments.co.uk

Data Protection Authority:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Helpline: 0303 123 1113

Website: <https://www.ico.org.uk/>

NHS Complaints:

You may also raise concerns through NHS complaint procedures via your commissioning organisation or NHS England.