



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

# **Privacy Policy: Easy Read Guide**

**We have a full and detailed Privacy Policy for you to read on our website.**

**This is a short and simple version of our Privacy Policy.**



# Speech & Language Therapy West Midlands Ltd.

## Who we are

We are **Speech and Language Therapy West Midlands Ltd.** We also use the name **National Neurodiversity Assessments.**

We help children, young people and adults with speech, language, and communication needs. We also carry out autism, and ADHD assessments.

## Contact us:

Dr Sarah Titchen (Data Protection Officer)

 07828 995438

 [mdt@nationalneurodiversityassessments.co.uk](mailto:mdt@nationalneurodiversityassessments.co.uk)

## The information we collect

We collect only the information we need to help with your care. This can include:

- Your name, date of birth and contact details
- Medical and school/college reports
- Past assessments and test results
- Notes from teachers or other professionals
- Family health history (if relevant)
- Videos or questionnaires (only with consent)

## Why we collect your information

We use your information to:

- Give you the right therapy or assessment
- Write reports for you, your family, school or doctors
- Work with other professionals who support you
- Meet NHS and legal safety rules
- Keep proper records of your care



# Speech & Language Therapy West Midlands Ltd.

## How we keep your information safe

- Information is stored on secure NHS-approved systems
- All data is encrypted and protected with passwords
- Only the right staff can see your information
- We follow NHS and GDPR rules at all times

## Sharing information

We do **not** share your details without permission, unless:

- There is a **safeguarding concern** (to keep you or someone else safe)
- The law says we must (e.g., court order)
- NHS rules require it (e.g., care pathways, audits)

## How long we keep your records

- Adults: 8 years after last contact
- Children: until their 25th birthday or 8 years after last contact (whichever is later)
- Financial records: 7 years

## Your rights

You have the right to:

- See the information we hold about you
- Ask us to fix mistakes
- Ask us to delete your information (in some cases)
- Ask us not to share or use your data in certain ways
- Say no to marketing messages
- Make a complaint

## If something goes wrong



## Speech & Language Therapy West Midlands Ltd.

If there is a data breach (for example, information lost or shared wrongly):

- We will act quickly to fix it
- Tell you if it affects you
- Report it to the Information Commissioner's Office (ICO) and NHS if needed

### Complaints

If you are unhappy about how we use your information:

#### Contact us:

Dr Sarah Titchen (Data Protection Officer)

 07828 995438

 [mdt@nationalneurodiversityassessments.co.uk](mailto:mdt@nationalneurodiversityassessments.co.uk)

You can contact the Information Commissioner's Office (ICO):

-  0303 123 1113
-  [www.ico.org.uk](http://www.ico.org.uk)

You can also complain through the **NHS complaints process** if your care is NHS-funded.