

Privacy Notice

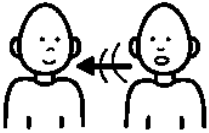
Who are we?



You might be working with a speech therapist from a company called Speaking Space.

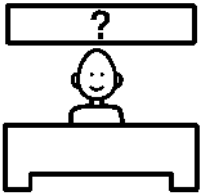


This is Alex Kelly. She owns Speaking Space.

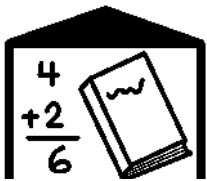


A speech therapist is someone who helps people with their talking and understanding.

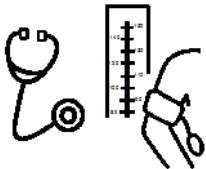
What do we need to know?



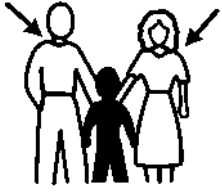
When a speech therapist starts to work with you, they have to know things about you. This is so they can do their job really well.



For example, these might be your name, your birthday, where you go to school or college, what you like and what you don't like.

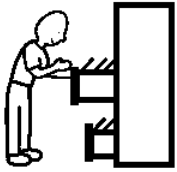


They might also need to know if you have an illness or health condition.



They will also have to know information about your parents or carers, and other people you might work with, like other speech therapists or occupational therapists.

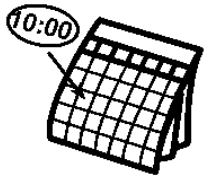
Where do we keep your information? And what do we do with it?



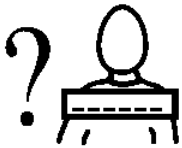
When we collect this information, we write it down in files and lock these away at school or at Speaking Space in a filing cabinet. Soon we will save all of this information on our laptops in a safe place called SharePoint or a secure notes system called Writeupp.



We keep this information so that we make therapy fun and relevant for you!



We also need your information so that we can talk to your parents, carers or other people working with you. This might be to confirm your appointment, send reports, check that you're feeling okay or to make sure that our therapist is doing a good job.



We might take your name out of any information we send to other people and just use your initials. Or if we send it over email we will use a password to make sure no one else can open it.



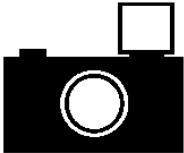
We don't give or sell any information about you to anyone other than those working with you.



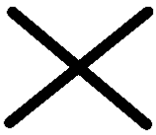
We might also type this information into a computer. Our computers have passwords on them so that no one else can use them.



Everything we keep on a computer that has your information on will have a password as well and will be kept in a safe place.



If a therapist wants to take a video or photo of you, they will make sure you're happy to do this. They will also have to ask your parents or carers if this is okay.



Once they have used your video or photo, they will delete it from their phone, tablet or laptop.

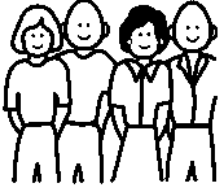


Therapists only take what they need out of the office. When they do this, they keep your information in their car boot or with them in a locked box.



We have CCTV cameras at our base in Romsey which record our front door and back gate. This information is securely stored at our base.

How long do we keep it for?



We keep your information until you're 25 years old or 8 years after we stop seeing you. If you are cared for under the Mental Health Act this will be 20 years. Once this time is up, we destroy this information.



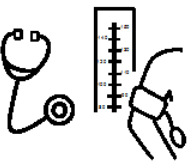
We keep CCTV images for 30 days

'Lawful Basis'

Because we're collecting your information and supporting you with your communication skills or with your activities in your routine, Speaking Space needs to have something called a 'lawful basis' to do this.



What this means is we have to prove that it's okay that we keep your information.



We have to keep your records because we are helping you with your communication, which is a health service.



We need to do this to make sure that we do our jobs as well as we can and to make sure that you are safe. We have to make sure that whatever information we keep is the right information about you.

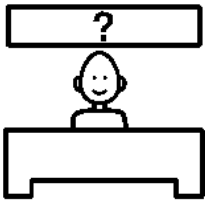
And, because you are working with us, you would expect us to know all the important things about you.



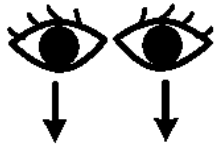
The other thing to know is that because information about your health and communication is special and very important, we need it to help you to get better or to help you develop new skills.

Your rights

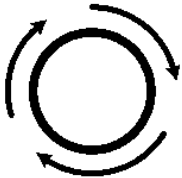
Rights are things that we have to protect us from people using our information incorrectly. You have lots of different rights for your information.



The first right is the right to be informed. This means that you have the right to know that we are using and keeping your information. That's why we've given you this sheet.



You have the right to look at whatever information we have about you - this is called the right of access.



If the information we have is wrong, you have the right to tell us this so that we can change it - this is called the right to rectification.



You can tell us that you don't want us to use your data at all. This is called the right to object!



You have the right to not have decisions made about you automatically by computers or systems. We won't do this with your information.

Consent



Sometimes we will send out information about what we do at Speaking Space.



Sometimes we would like to take videos or photos of you so that we can use these to help us later on or to help other people learn about communication.



You (and your parents or carers) are allowed to say yes or no to this.

Your rights for consent

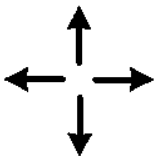
You have all the rights that we talked about above when giving consent, and you also have some more.



These include the right to erasure - this means that we get rid of all of the information that we have about you.

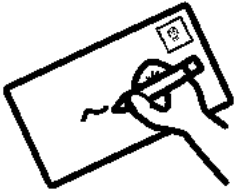


You have the right to stop us from using your data (even if we have to keep it). This is called the right to restrict processing.



The last right is called the right to data portability. This means that you can move any information about you to someone else working with you in a safe way.

How to access records



If you or a parent or carer want to look at any information we have about you, you can write to us. It's free. We will have 30 days to get back to you after that.

The address to send it to is:

Subject Access Requests
Speaking Space Ltd
Fleming House
Alma Road
Romsey
SO51 8ED



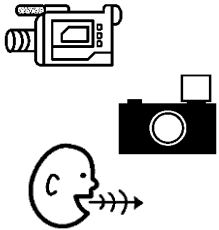
If you want to talk to someone about it, you can email Naomi at naomi@speakingsspace.co.uk.

We are registered with a company called the ICO, who know a lot about what's in this information sheet. You can phone them on 0303 123 1113. You can also see Speaking Space Ltd on the ICO website: <https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/>

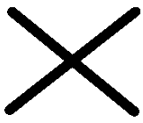
Speaking Space makes sure that it keeps all the information in this sheet up-to-date and will let you know when anything changes.

Consent Form

Photo / video / audio recording



Sometimes we would like to take videos, photos or audio recordings of you so that we can use these to help us later on with our therapy or to help other people, like teachers or parents, learn about communication.

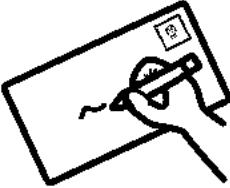


Once they have used your video, photo or audio, they will delete it from their phone, tablet or laptop.



Sometimes we like to contact you about events at Speaking Space, like social skills training or Makaton training.

If you decide that you don't want us to use your video, photo or audio at any time, or you don't want to hear about things that are happening at Speaking Space, that's okay. Just let us know by writing to the address below and we'll get back to you in 30 days.



Speaking Space Ltd
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Alma Road
Romsey
SO51 8ED

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