

# Privacy notice and data storage information

Laura Elliott Independent Occupational Therapist and Sensory Integration Practitioner Privacy Policy

My contact details

Name: Laura Elliott

Phone Number: 07548966360

E-mail: [info@laurasensoryot.co.uk](mailto:info@laurasensoryot.co.uk)

The type of personal information I collect

I currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Developmental history
- Any previous diagnosis and medical history
- Information relating to the person's sensory and physical development.
- Any safeguarding concerns previously raised
- Information from parents/carers/schools or other professionals involved in supporting the person referred



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How I get the personal information and why I have it

Most of the personal information I process is provided to us directly by you for one of the following reasons:

To provide comprehensive assessment of the persons sensory and developmental needs.

I may also receive personal information indirectly, from the following sources in the following scenarios:

- Parents/carers
- Other professionals involved
- School/educational setting professionals
- Social services if involved
- Family members, if appropriate

I will use the information that you have given us in order to provide a comprehensive assessment of the child's needs.

I may share this information with the relevant services if any concerns are raised throughout the assessment process in relation to any safeguarding needs of the child/young person or family. If there is no risk to any parties I would always aim to discuss concerns with the family before escalating them to relevant services.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting me by telephone or email. The details are recorded at the top of this form.

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## How I store your personal information

Your information is securely stored electronically using a password protected device.

I keep copies of assessment data and reports securely until the child/young person is 25 years old. We will then dispose your information by deleting files held electronically. If you wish me NOT to have your child's notes till that date, you need to put this request to me in writing.

## Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [info@laurasensoryot.co.uk](mailto:info@laurasensoryot.co.uk) or 0754896360 if you wish to make a request.

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## How to complain

If you have any concerns about our use of your personal information, you can discuss these concerns and/or make a complaint to us at [info@laurasensoryot.co.uk](mailto:info@laurasensoryot.co.uk) or by telephone 07548966360.

You can also complain to the ICO if you are unhappy with how we have used your data.

## The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>