

SENSORY CONNECTIONS LTD

Data Protection and Privacy Policy 2022

February 2022

SENSORY CONNECTIONS LTD collects and uses certain types of information about individuals who we come into contact with the organisation. We are aware of the importance of handling data safely and securely and we have robust systems in place to ensure this happens.

SENSORY CONNECTIONS LTD is registered with the Information Commissioner's Office and abides by the principles set out in the General Data Protection Regulation May 2018.

How do we collect information from you?

SENSORY CONNECTIONS LTD collects information when either you, Social Care or Health contacts me to use my services or make an enquiry about our services. The information it collects about you might include the following:

- Your names and (your children's names, including date of Birth)
- Your address and postcode
- Your email address and telephone numbers
- Specific information that relates to yourself and your child to inform us on the work we do.
- Data from the outcome measurements.

How will we use the data about you?

I may use the information;

1. To inform me on the work we undertake with you (and your children)
2. To send you reviews and reports on the work I do
3. To share with the statutory agencies involved with your child
4. To notify you about any changes to my business
5. To send you communications which you have requested.
6. To send anonymised data from the outcome measures to a third party.

You can opt out of 6. By notifying us by contacting me by telephone or writing (including email).

I safeguard this information by:

Securing the information in a manner

- SENSORY CONNECTIONS LTD opens a file at the time of referral and copies

of consultations and any correspondence are as electronic copies on the computer. All computer files are backed up and secured. Paper files (if held) are stored in locked cabinet.

- A record of therapy contracts is also held in a secure central file (electronically).

All training courses include a course evaluation with data from the evaluation fed back to the commissioning agent and taken into account by myself for course development.

Who has access to your information?

Access is limited only to me who need your details to provide the service to you. I will not sell or rent your information to third parties and I will not share your information with third parties for marketing purposes.

Whilst I take appropriate measures, both technical and organisational to safeguard your personal data you and Social Care provide us, I cannot guarantee that transmissions over the internet are totally secure, however all reports I send out to you will be password protected PDF's. Transfer between me and statutory agencies will be via a secure email Egress system.

Transfer of your information outside Europe?

SENSORY CONNECTIONS LTD does not transfer information outside the United Kingdom.

Retention of Information

The organisation will hold your personal information on our systems for as long as it is necessary to fulfil the purpose for which it is obtained. Once it has finished work with you, all third-party information is deleted or destroyed. All reports and contract information is sent to the commissioning authority and/or Regional Agency.

The organisation will retain only report that I am the author and these will be held securely electronically.

How do I opt out?

You have a choice about whether or not you wish to receive information from me. I will not make contact with you unless you have opted in.

I will not contact you for marketing purposes by email, phone, or text message unless you have given your prior consent.

Your rights

Your right to be forgotten' and access. You are legally entitled to access, modify, correct, revoke your consent and delete any data it holds relating to you and that you have the legal right to forbid this data being presented to any third parties. You have the right to ask for a

copy of the information SENSORY CONNECTIONS LTD holds about you at any time. Please use the contact details below if you would like to receive a copy. The accuracy of your information is also important to us. If you change email address, or any of the other information the organisation holds is inaccurate or out of date, please email us at: chris@sensoryconnections.co.uk or 07342 633001

Links to other websites

This privacy Policy applies solely to information and data collected by me.

In addition, if you were referred to me from a third-party I cannot be responsible for the privacy policies and practices of the owners and operators of that third-party person and recommend that you check the policy of that third-party with them directly.

Those aged 18 or under

I am concerned to protect the privacy of children aged 18 or under. If you are aged 18 or under, please get your parent/guardian's permission beforehand whenever you provide me with personal information. This policy will be reviewed regularly and updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the current Data Protection Act.

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