



Privacy Policy: May 2018

This information notice is in relation to The General Data Protection Regulation (GDPR) data protection compliance, enabling Nicola Johns OT to be fully compliant.

In line with the GDPR I comply with the following Privacy Terms:

Privacy Information

I am committed to ensuring that your privacy is protected. Should I ask you to provide certain information by which you can be identified when working with me, you can be assured that it will only be used in accordance with this privacy statement.

Name and contact details of the data controller

Nicola Johns – nicolajohnsot@gmail.com, 07554243166

Why I collect and process your data

The information I collect is for a specific and legitimate purpose only. It is limited and relevant to advisory services and intervention. I always ask for your consent to process your data in order to provide specialist Occupational Therapy services to you.

How and what information is collected about you

I may collect information by email, telephone call, website enquiry, post, questionnaires/forms, or in-person.

The information I hold about clients will include:

- Name and date of birth
- Name of parents/carers/family members
- Address, telephone numbers and email addresses
- School/educational address, staff names and contact details
- Background and medical history information
- Referral source
- Initial case history and reason for seeking support
- Professional reports/EHCPs/letters from professionals
- Assessment data and reports
- Session plans, goals, notes and resources
- Meeting (in person, phone or email) notes
- Invoicing records

I will only use your data for the purpose for which it was collected. I do not share your Data with any other third party.

Your Rights

If you have given your consent for me to process your data, you have a right to withdraw your consent to any further processing. You have a right to request your data to be erased from my records. You have the right to request your data be transferred to another organisation. You have the right to have a copy of the information I hold about you. If you wish to withdraw consent or request a transfer or erasure of your data, please email nicolajohnsot@gmail.com. Marketing emails are sent infrequently; you have the right to opt out of future marketing by contacting me.

How long I keep your information for

The Regulation does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. Nicola Johns will store clients' data for a period of up to 8 years.

Security

I am committed to ensuring that your information is secure. Information held on devices including laptops, iPads and phones is password protected. Hard copies of information are kept securely in a locked room within a locked building. As part of my work involves school and home visits, some information is transported while travelling to off-site visits. Only data that is needed for that visit is carried and care is taken to ensure its security. Photos and/or videos may be taken of clients with parental consent. These are temporarily stored on a password protected iPhone. These are viewed for the purposes of assessment, planning intervention, assessing progress and/or making individualised resources. They are then saved onto a password protected laptop and deleted from the iPhone. Emails are sent via gmail. If you would prefer that information is not sent via this platform please do let me know. Sensitive information (such as reports) sent via email is always password protected. I am registered with the Information Commissioner's Office (ICO) as a Data Controller. In the event of a breach of data security I will notify clients and the ICO immediately as I become aware of this.

Right to Complain

If you have a concern about my information practices, you have the right to complain. You can do so by contacting the Information Commissioner's Office on 0303 123 1113 or by visiting www.ico.org.uk

If you have any further questions about how I use your information, please contact me on nicolajohnsot@gmail.com