

# Privacy Notice

Susan Stewart

Speech and Language Therapist

# Who is Susan Stewart?

Susan Stewart is a Speech and Language Therapist.



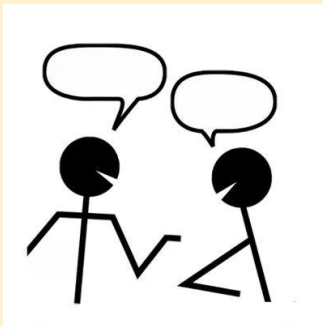
- Susan sometimes works with people on their understanding of what people say, talking or people skills.
- She only asks for the information she needs for her job.
- She keeps information about you safe.

# Information about you

Susan Stewart needs to find out, keep and send necessary information about you to do her job.

This could be by:

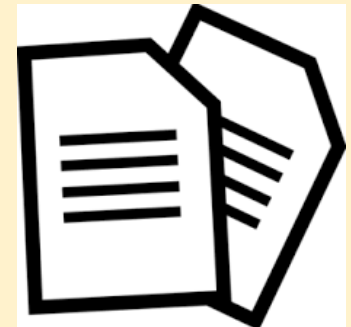
Talking with people



Reports and emails



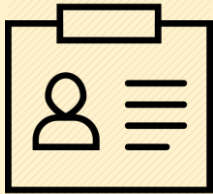
Letters/forms



# What is personal information?

**Personal information is:**

1. Any information that shows who you are



your **name**  
your **address**



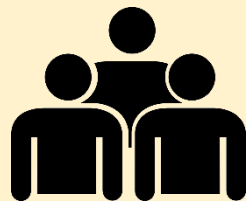
your **date of birth**

2. Any information that shows how you are doing



What people working with you say or write about you

3. The **names of your family**, the **people working with you** and how to **contact** them.



# What is special category information?

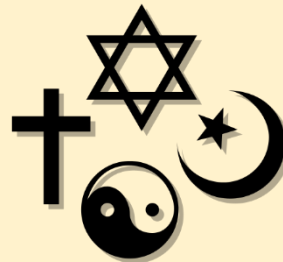
There are lots of different 'Special category information'.

Susan Stewart needs to find out, store and send **some** 'special category information' to do her job.

This is information about your **health**



and sometimes **sexual life** and **religion**



# Criminal offence and conviction data

Susan Stewart will only store and use information about criminal offence and convictions that's necessary to do her job. This may be rare. Criminal convictions show a court said that you did something wrong and against the law.



# The 'lawful basis' for Susan Stewart storing and using your information

'**legitimate purpose**' for personal data, special category and criminal offence data

'**consent**' only for information gathering from and sharing with some professionals

'condition h' for special category health data

In her 'official capacity' as your Speech and Language Therapist for criminal offence data

# Who your information may be shared with

Your parent/carers



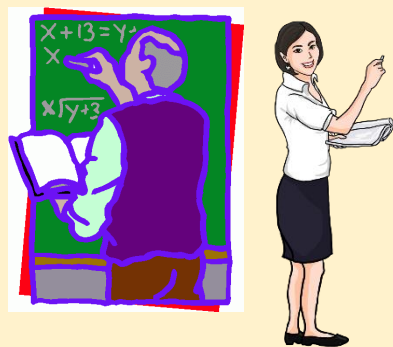
People who work with you at school/college:

Teachers

Head teacher

SENCO

Office staff





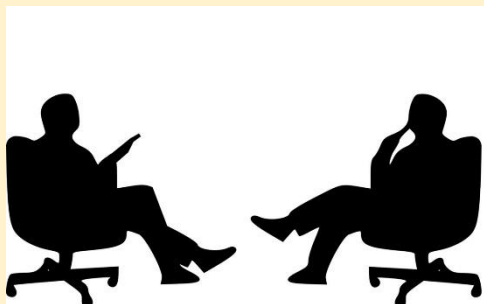
# Who your information may be shared with

Sometimes when you and your parent/carer says it is okay she may share information with other people who work with you:

Doctors      Educational Psychologists      Occupational Therapists



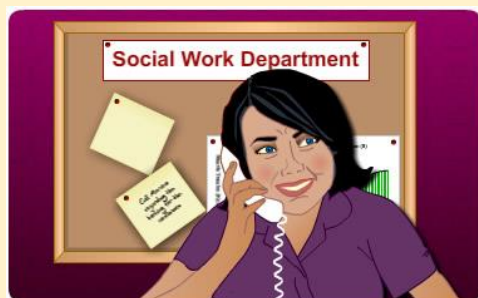
Mental Health professionals



# Who your information may be shared with

Sometimes the law says she may need to share information with:

Social Workers



Police Officers



Solicitors



Judges Barristers

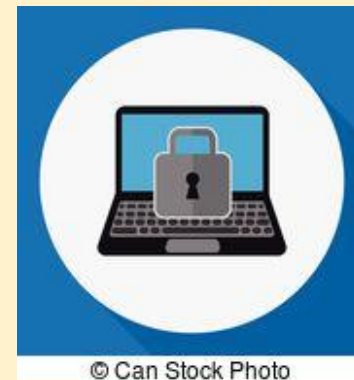
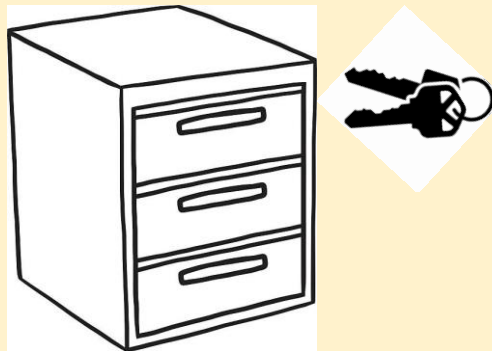


# Where your information goes

Your information stays in our country.



It is kept safe in a lockable filing cabinet and on a password protected computer.



# How long is your information kept?

Until you are 25 years old



Or when you are 17 years old when Susan last has information about or sees you, it is kept until you are 26 years old



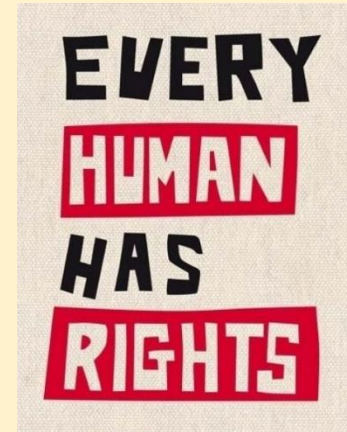
# Asking to see what information is kept about you

By telling Susan you want to make a 'subject access request'.  
Information about this is on:

[www.//ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/](http://www.//ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/)



# Your rights



- You can stop working with Susan at any time.
- You can tell your Headteacher, Teacher, the Royal College of Speech and Language Therapists or the Health Care Professional Council that you are not happy with her work.
- You can ask for your information to be corrected or not used any more by Susan Stewart.
- The law says Susan Stewart cannot destroy your health information while she is working with you.

# Complaints

When you think Susan Stewart has not kept your information safe you can complain to:

Information Commissioner's Office,  
Wycliffe House, Water Lane,  
Wilmslow, Cheshire, SK9 5AF  
Tel 03030 123 1113  
[www.ico.org.uk](http://www.ico.org.uk)

