



Website (operational from Jan 2020) : www.happytalker.co.uk

Email: judith.lawrence@happytalker.co.uk

Telephone 07308 804030

Consent Form- pages 1, 2 & 3.

Data protection information – pages 4 to 6

Parent/carer's name:

Parent/carer's email address (providing your email address is assumed consent for me to contact you by email):

Parent/carer's home address (providing your home address is assumed consent for me to contact you by letter):

Parent/carer's telephone number (providing your telephone number is assumed consent for me to contact you by text or telephone):

Parent/carer's signature:

Please print name

Date:



Child's name:

Therapist's name:

Therapist's signature:

Date:

Permission to share information with others

By **ticking or crossing the boxes below**, you are giving/denying the therapist permission to share your/your child's information with other people. Should any safeguarding concerns arise, the therapist has a legal obligation to share information with relevant professionals without parental consent.

In order to facilitate an appropriate delivery of Speech and Language Therapy, personal data is an important part of this.

I give consent for Happy Talker to hold personal information about my child.

I GIVE CONSENT FOR ELECTRONIC COMMUNICATION

I recognise that email is not a 100% protected mode of communication.

I give consent for email to be used for correspondence with me and other professionals to send documentation.



I give/do not give consent for the therapist to share information with relevant professionals for example: School staff, NHS therapist, Educational Psychologist, Medical Professionals.

v or X

By email

By telephone

In face to face meetings

By post

Written information handed directly to the relevant professional

A copy of terms and conditions and price structure can be requested by telephone, email or letter and will be sent to you by post or handed to you in person. Alternatively it can be viewed on the website when operational (Jan 2020) at www.happytalker.co.uk

See the following pages for information about how your information is protected:

Parent/carer's signature and date:



Your Happy Talker therapist works in accordance with professional guidelines from the Royal College of Speech and Language Therapists, The Health and Care Professionals Council and The Association of Speech and Language Therapists in Independent Practice. Your therapist also abides by the laws of The Data Protection Acts 1998 and 2003 and the General Data Protection Regulations (GDPR) 2018.

Under the General Data Protection Regulation, Happy Talker must identify a lawful basis for processing your information. The lawful basis related to initial referral, enquiries or registration of interest is '*contracts*' under the General Data Protection Regulation (GDPR Article 6(1)(b)). This means that information is collected and stored when you first approach Happy Talker with a query of to seek advice or find out more about the services offered. This information is stored, so that you can be contacted in respond to your enquiry.

The lawful basis for processing data if you have entered into an agreement or contract regarding services with Happy Talker is '*legal obligation*' under the General Data Protection Regulation (GDPR Article 6(1)(c)). As a Speech & Language Therapist, there is a statutory requirement for Judith to collect information and keep and process records in particular ways to facilitate clinical decision-making, plan and deliver therapy and keep a record of this process.

For more information, please see following website:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/>.

The name and address of the Data Controller for Happy Talker is:

Judith Lawrence, 11 Dodd Avenue, Greasby, Wirral. The Data Controller will be registered with the Information Commissions Office (ICO) from December 2019 as required by law.



Information/data includes:

- The initial Case History form.
- Any reports that I have written about your child.
- The notes that I write at the end of each therapy session.
- Any reports or information regarding your child that you have shared with me or other professionals have shared with me.
- Any emails/texts sent or received regarding your child.
- Your email address.
- Your telephone number that is stored on my mobile phone under 'parent of (child's first name)'.

Why does your therapist collect and store this information?

Any information gathered is done so with your child's best interests in mind so that Happy Talker can provide an efficient and effective service.

Your therapist has legal and professional obligations to keep accurate records relating to any treatment they provide.

The information gathered will be relevant and not excessive; adequate to meet the specified purpose of providing a good quality service for your child.

How long will the information be kept for? The Royal College of Speech and Language Therapists (RCSLT) provide **guidelines** stating that it is good practice to 'retain records for children and young people: up until their 25th birthday, or, until their 26th birthday if 17 at conclusion of their treatment'.

The RCSLT also advise that records are disposed of according to legal requirements and local policy as appropriate. Recent law: General Data Protection Regulations (GDPR) 2018 states that 'personal data should not be kept in a form which permits identification of data subjects (child and parent) for longer than is necessary'. The GDPR also states that the data subject (child/parent) has the right to request erasure of personal data/information concerning him. Happy Talker must comply with this request if the data is no



longer necessary in relation to the purposes for which it was collected if there are no overriding legitimate grounds for storing the data/information.

Security

The security provisions taken by Happy Talker are listed below:

- Transportation of records – when it is necessary to transport records, for example when visiting a school for a therapy session or meeting, records are transported in the locked boot of the car and are not left in the vehicle overnight.
- Parents telephone numbers – the telephone in which your number is stored is password protected.
- Laptops used are password protected.
- Reports written are encrypted and not stored on a computer. They are stored on an electronic secure cloud based system called “WriteUpp” which is compliant with general data protection regulations. Should a request for a report to be printed, the reports are deleted from the laptop when it is considered appropriate to do so (not retained longer than necessary).
- Paper files and notes are securely locked away from unauthorised people.
- Information sent by email is limited to what is absolutely necessary.

Some parents are happy to scan reports from other professionals and email them to Happy Talker. Please be aware that this is done at your own risk and consider the sensitivity of the information you are sending before deciding to do so.

If you would like to discuss any of this information with me in person I would be happy to do so.