

# Privacy Notice (GDPR)

**Practitioner:** Elizabeth Gunner – Specialist Speech and Language Therapist (BSc, MRCSLT, HCPC, ASLTIP)

**Practice:** Independent / Sole Trader

**Date of policy:** January 2026

**Review date:** January 2027 (or sooner if legislation or guidance changes)

## 1. Policy Statement

I am committed to protecting your personal data and to being transparent about how it is collected, used and stored. This privacy notice explains how personal information about you and your child is handled within my independent speech and language therapy practice, in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- ICO (Information Commissioner's Office) guidance
- Professional standards (HCPC, RCSLT)

## 2. What Information I Collect

I collect and process personal data that is necessary to provide safe and effective speech and language therapy services. This may include:

### Child's information

- Name, date of birth, address
- School / nursery details
- Medical and developmental history
- Assessment results, therapy notes and reports
- Audio/video recordings (only with explicit consent)

### Parent/carer information

- Names and contact details (email, phone number, address)
- Communication preferences
- Invoices and payment records

### How data is collected

- Through referral forms
- Conversations (in person, phone, video)
- Emails and written correspondence

- Therapy sessions and observations
- Professional reports from other services (with consent)

### 3. Why I Collect and Use Your Data

Your data is used for the following purposes:

- To provide assessment and therapy services
- To write reports and set appropriate targets
- To communicate with parents, schools and other professionals (with consent)
- To manage appointments and maintain contact
- To manage invoicing and payment
- To comply with professional, legal and safeguarding obligations

I do **not** use your data for marketing purposes without your explicit consent.

### 4. Lawful Basis for Processing

Under UK GDPR, I must have a lawful reason for processing your data. These include:

- **Contract:** processing is necessary to deliver therapy services agreed with you
- **Consent:** for sharing reports with schools/other professionals, or for photos/videos
- **Legal obligation:** safeguarding duties and professional regulation
- **Legitimate interests:** maintaining safe clinical records and running my practice appropriately

You can withdraw consent for specific uses (e.g. sharing with a particular professional) at any time.

### 5. Sharing Your Data

Your data will only be shared when necessary and appropriate. This may include:

- Schools / nurseries (with parental consent)
- NHS or private professionals involved in your child's care (with consent)
- Local authorities (e.g. for EHCP processes, with consent or legal requirement)
- My professional accountant (for financial records only)
- Regulatory bodies if legally required (e.g. HCPC, safeguarding authorities)

I will **never sell your data** or share it for marketing purposes.

All third parties are required to respect confidentiality and data protection law.

## 6. Data Storage and Security

I take data security seriously and have appropriate safeguards in place, including:

- Password-protected devices
- Locked storage for paper files which is flood and fire proof
- Secure email practices

If a data breach were ever suspected, I would follow ICO guidance and notify affected parties where legally required.

## 7. Data Retention

Clinical records for children are retained in line with professional guidance and legal expectations. In practice, this means:

- Children's clinical records are typically retained until the child reaches 25 years of age
- Financial records are retained for 6 years (HMRC requirement)
- Emails and general correspondence are reviewed and deleted when no longer necessary

You may request deletion of data in certain circumstances, though this does not apply where records must be retained for legal or safeguarding reasons.

## 8. Your Rights

Under UK GDPR, you have the right to:

- Access the personal data I hold about you (Subject Access Request)
- Request correction of inaccurate data
- Request erasure of data (where legally possible)
- Restrict processing in certain circumstances
- Withdraw consent (where processing relies on consent)
- Lodge a complaint with the Information Commissioner's Office (ICO)

More information is available at:

<https://ico.org.uk/for-the-public/your-data-protection-rights/>

To make a request, please contact:

**Email:** [info@ekg-speechtherapy.co.uk](mailto:info@ekg-speechtherapy.co.uk)

I will normally respond within one month.

## 9. International Data Transfers

I aim to use UK-based services where possible. If any digital services store data outside the UK, I ensure they comply with UK GDPR through appropriate safeguards (e.g. adequacy decisions, standard contractual clauses). If explicit consent is required, this will be obtained.

## 10. Keeping Information Up to Date

Please inform me if your contact details or relevant personal information changes. This ensures records remain accurate and communication remains safe.

## 11. Complaints

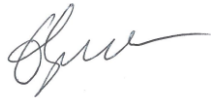
If you are unhappy with how your data has been handled, I encourage you to contact me first so I can try to resolve the issue.

You also have the right to complain to the Information Commissioner's Office (ICO):  
<https://www.ico.org.uk>  
0303 123 1113

## 12. Review of This Policy

This privacy notice will be reviewed annually or sooner if legislation or guidance changes.

**Signed:**



Elizabeth Gunner  
Specialist Speech and Language Therapist

**Date:** January 2026