



## **Data Protection Policy in accordance with the IOM Data Protection Act 2018**

Traynor Speech Therapy is committed to protecting your personal data. This statement sets out Traynor Speech Therapy's policy relating to the storing and use of information about you, which may be obtained from you or other sources during your treatment.

### **Information collected**

Initially basic information (name, address, e-mail, telephone contact) will be collected. This will not be stored in personal records until terms and conditions are signed. Any data collected in the initial telephone consultation or e-mail will be kept for 1 month and then shredded or deleted from the Traynor Speech Therapy e-mail system if no further action is required.

Additional information may include personal details, details relating to your family, lifestyle, social circumstances, health, education, training and employment details. No financial details are taken from clients. Information may also be collected from other professionals if it is to the benefit of the service Traynor Speech Therapy provides to you. Permission will be sought from you if this additional information is required. Photo/Video/audio recording may also be taken during a session to supplement information and to inform clients of their progress. If this information is deemed important for future reference this will be stored digitally within your personal records. Written permission will be gained if this information is required to be stored.

### **Information Sharing**

data may be shared with yourself, your relatives, and other healthcare or education professionals with your permission. By signing the terms and conditions you agree that information can be shared. Verbal agreement will be gained each time information will be shared and the details of the specific individuals.

### **Storing of information**

Information gathered will be stored digitally. This information is held on a password protected laptop and is transferred onto a password protected hard drive, which is stored securely. Any non-digital information (such as paper assessment results, notes taken during a session, etc.) will be scanned and stored digitally. All hard copies will then be shredded.

### **Use of Information**

This information is used for the administration of our service to you and for the purpose of keeping our accounts and records. All information will be held and processed in line with Data Protection Principles given in the Isle of Man Data Protection Act 2018.

### **Retention of information**

Information relevant to your health are required to be kept for the following time period as they need to be accessible in case of a claim or enquiry.

Adults: 8 years post discharge

Children: up to 26<sup>th</sup> birthday.

This will be stored securely on a password protected hard drive in a secure location.

Any information not deemed relevant to your health records, once you are discharged, will be deleted from the Traynor Speech Therapy system.

## Your rights

You have the right to:

Request a copy of the personal data I hold about you

Request that I correct any personal data which is inaccurate or out of date

Withdraw your consent for the data to be processed

Request that I transit data to another controller

Request further processing is restricted

Object to the processing of personal data

Object to the sharing of personal information

Traynor Speech Therapy will do everything reasonable to comply with the above requests provided they do not conflict with our legal and professional obligations. Any requests must be in writing.

The data Controller and processor for Traynor Speech Therapy is Rebekah Traynor and the contact details are above.

If you are unhappy with the way your data has been processed you can contact: The Information Commissioner, 01624693260, ask@inforights.im.

*I have read and understood this Data Protection Policy and consent to Rebekah Traynor processing my Information in this manner and for the purposes stated in the policy:*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_