



Staffordshire Paediatric Occupational Therapy
23 Harrow Place
Stone
Staffordshire
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Privacy Policy May 2018

This Privacy Policy explains how Staffordshire Paediatric Occupational Therapy (SPOT) uses any personal information that we collect.

1. What information we may collect

We will collect all or some of the following information about you:

- Name
- Date of Birth
- Address
- Telephone numbers
- Email address
- Medical information (past and present)
- Information about your physical or mental condition
- Name of school, address, telephone number, school year and teacher

2. How we will use that information

We collect this information to ensure that we are able to contact you as required. It allows us to complete a full and thorough assessment of your needs and offer the most appropriate and effective Occupational Therapy treatment.

3. Who we will share the information with

Staffordshire Paediatric Occupational Therapy may share your data with other health professionals to ensure comprehensive care and enable a referral to another service. We may also share your information with another school and the local authority in anticipation of a transition or team meeting.

4. How long will we retain your data

If you are a client your information will be retained until your 26th birthday in case of a query or medical claim about the case.

If you are not a client we will retain your information whilst we are actively working with you. It also allows us to advise of you any future services we may be able to offer you

5. Access to your information and corrections

You have the right to request a copy of the information we hold about you. If you would like a copy of some or all of your personal information, please email or write to us using the details provided in the “how to contact us” section of the privacy policy.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

6. Changes to our privacy policy

We keep our privacy policy under annual review and any up-dates are placed on our web page.

7. How to contact us

Please contact us if you have any questions about the privacy policy or information we hold about you:

- By email – gay@spotuk.net
- By post – G Griffiths, SPOT, 23 Harrow Place, Stone, Staffordshire, ST15 8ST