



Data Privacy Notice for Nurseries and Schools

We care about privacy. We have written this notice so that you can understand how we work and how we process personal data.

We often work with nurseries and schools to provide speech and language support to their children. This privacy notice is specifically for school staff and explains in detail how we will process the personal data of your staff and pupils. It explains everything we think you need to know about our processes, but if there is anything you are not sure about or would like to discuss with us, please do contact us using the details provided below. We would be happy to talk things through with you.

Who we are

Speech Leap Ltd is an independent Speech and Language Therapy company registered with Companies House (No.11277861). Speech Leap is owned and directed by Justine Woolley and Emma Tunnicliffe both of whom are fully qualified Speech and Language Therapists and registered with the Royal College of Speech and Language Therapists (“**RCSLT**”) and Health and Care Professions Council (“**HCPC**”).

Speech Leap provides independent speech and language therapy to children in the home and/or educational setting.

Speech Leap operates a website at www.speechleap.co.uk, a Facebook page at @SpeechLeapLtd, an Instagram account at @speechleap and a Twitter account at @LeapSpeech.

Speech Leap is the Controller in respect of the personal data we process within the school or nursery setting, and is registered with the Information Commissioner’s Office. We manage personal data in accordance with the data protection legislation.

The personal data we hold

Children’s personal data:

Personal data cannot be collected about children without parental consent. Where consent has been given, we will collect a range of personal data about the child. We give parents as much choice and flexibility as we are able in the collection and processing of these data within the parent consent form. The personal data will vary from basic details, such as:

- Name
- Date of birth



- General administrative information (such as that about sessions delivered to the children and general queries).

...to more sensitive descriptive data such as:

- Relevant medical or developmental history of the child.
- Written observations about the child's support and development.
- Audio and video recordings of children used to monitor progress.
- Records of any communication we have with you or parents about the children face-to-face, via telephone or electronically.

Personal data relating to nursery or school staff:

We will only collect information that is required for administrative purposes to support our main purpose of providing sessions to the children. This is likely to consist of basic personal data of staff members, such as:

- Full name
- Work email address
- Mobile number

We may also record any direct communications we have with staff members.

How we will use personal data

All personal data we process will be used for the primary purpose of delivering appropriate speech and language therapy to nursery children and school pupils. In particular, data will be used to:

- Prepare, plan and provide speech and language therapy to children.
- Communicate with the school or nursery via telephone, email or text in relation to arranging and confirming sessions, general communication between sessions and sending invoices and receipts.
- Communicate with other professionals involved with the children (if parents have asked us to do so).
- Assess and improve our services through clinical audit. Results of audits are always presented with all children's identities removed.

Who we share personal data with

We will share information about the speech and language therapy of the children with staff involved with that child's care at your school or nursery, as nominated by that school or nursery, for example, with class teachers, key workers, the Special Educational Needs Coordinator (SENCO) or the nursery manager.



With the parents' agreement, we may also share personal data about the children's speech and language therapy needs with other professionals involved in their care, when it is in the child's best interests. This may include Health Visitors, NHS Speech and Language Therapists, GPs, Educational Psychologists and other medical or education staff. Liaison may take place face-to-face, via email or telephone.

Unless required to do so by law, we will not disclose any personal data to any other person than is set out above. We do not give or sell children's or staff details to any third parties. We do not employ agents to process personal data, for example specialist mailing companies to send out communications.

How personal information is stored

All personal data about children and their speech and language therapy, parents and your nursery or school is stored on a secure electronic system called 'My Therapy Tracker'. My Therapy Tracker is compliant with data protection laws, and is hosted securely in the UK by OVH. We have a contract in place with them and they are duty bound to protect our data. Prior to being uploaded to this system, documents are temporarily stored on a password protected laptop. Any paper based personal data will be scanned and uploaded to the electronic system and then immediately destroyed. Any video recordings which are not deleted immediately after a session will be treated with the same confidentiality and protection as all other personal data. A nominated member of staff will be given log-in credentials and direct access to this system via a secure portal.

In accordance with best practice, all personal data will be kept until the children's 25th birthday. After this time, all personal data relating to children will be destroyed.

Our lawful basis for processing personal data

Whenever we process personal data, we have to ensure that we have an appropriate lawful basis under the relevant data protection legislation. Speech Leap have identified the below bases under the General Data Protection Regulation (GDPR):

- The processing is necessary for a **contract** that we have in place with your school or nursery, or are looking to put in place with them. The school or nursery has agreed to our Terms and Conditions, and we have entered into a contract with them to support your child in their speech and language therapy requirements. In order to meet our obligations under this contract, we must process certain personal data about your child.
- Where processing is necessary in our or your **legitimate interests**. We rely on this basis when we monitor and review the effectiveness of the service we



offer and to drive improvements (such as in our audit activities), or whenever we conduct feedback surveys.

As we also process medical and health information, which is defined as ‘special category’ (sensitive) data under the GDPR, we also must identify an additional lawful basis for processing this type of data:

- We process health data for reasons of **substantial public interest**, specifically for statutory purposes under Schedule 1(2)6 of the Data Protection Act. These special category data are processed in order to inform, progress and record the support we provide and to further assist in your child’s development. The NHS Standard Contract, further supported by the Health & Care Professions Council standards of conduct stipulate a contractual and regulatory requirement for private healthcare sector organisations to process relevant information for the provision of high quality care. Speech Leap has a duty under this contract to manage records in a manner to ensure safekeeping and eventual disposal of its healthcare records. We are also obligated to hold accurate and complete records as proof of an activity against the eventuality of a claim. Examples of legislation include the Limitation Act 1980 or the Consumer Protection Act 1987.

Although we rely on the above lawful bases to process personal data, before commencing treatment and sharing information we will still ask for the parents’ consent to give them as much flexibility and choice in how we support their child. Please be aware that consent to receive care and treatment differs from consent as a lawful basis under the GDPR.

Your rights in respect of the processing

All data subjects have various rights under the data protection legislation. These include, but are not limited to:

- The right to be informed – we will always be transparent in how we process people’s data. Our privacy notices help us to meet this requirement.
- The right of access - unless relevant exemptions apply, data subjects have the right to be told whether we hold personal information and, if so, to be given a copy of it. This is known as the right of access or subject access.
- The right to rectification – if you or the data subject believe the information we hold is inaccurate or incomplete, please contact us to investigate.





If you or any other data subjects would like to exercise any data subject rights, please contact us on the details below.

How to contact us

If you have any questions about this privacy notice, or would like to exercise any of your data subject rights such as the right of access, please contact us using info@speechleap.co.uk, by calling 0161 249 9546, or in writing to Speech Leap Ltd, 14 Forester Avenue, Knutsford, Cheshire, WA16 8LB.

Right to lodge a complaint with the supervisory authority

You have the right to lodge a complaint with the Information Commissioner's Office (ICO) as the supervisory authority for data protection. We would encourage you to raise your complaint directly with us prior to contacting the ICO. Please contact: casework@ico.org.uk or telephone: 0303 123 1113. For any further contact information please see: <https://ico.org.uk/global/contact-us/>.