



Privacy Notice for Parents / Carers

ClarkSLT of Clark Interventions Ltd (CI Ltd) - August 2026

This notice is an update to any previous agreements about consent to process / store data.

In this document we use 'CYP' to mean 'Child or Young Person'.

Key points

- **Lawful basis for processing data:** This is now Legitimate Interests and Special Category.
- **We have a legal requirement to store the data:** When you request or agree for us to work with the CYP, we don't need to get your consent to store and use data that is normally expected in our work as Speech and Language Therapists.
- **Keeping data:** We explain below how long we have to keep the data for legal reasons. We are not able to delete the data in this period.
- **Your rights:** You can ask us to update or amend details that are incorrect, request access to data, make a complaint, ask us to restrict processing or stop using the data in certain ways.
- **Consent for other purposes of data processing:** We will need to gain your consent for use of personal data for purposes outside expected purposes for supporting the CYP.
- **Previous consent:** Where you have already given consent for other activities outside of the expected use of data, this will be maintained and you can withdraw your consent at any time.

We are committed to keeping personal data secure and confidential.

Please contact us if you have any queries.

Data Protection Lead: Becky Clark becky@clarkslt.co.uk

What we do

We provide speech and language therapy services for children and young people including assessment, therapy, advice, programmes and training. Our services are provided by Becky Clark and by Associate therapists.

The data we collect

We collect information about the CYP from parents/ carers, professionals, the CYP, the school/college or work placement (for college students). We collect it through meetings and discussions, telephone calls, emails, reports, assessment and therapy sessions, and observations.

The types of personal data

In order to provide a service for the CYP, we hold a range of relevant personal such as: name; contact details; family names, contact details and family structure; relevant family history; developmental history; professionals' involvement with the CYP; funding information; history and current information about learning; communication, education or employment of the young person; records from therapy sessions, assessment and liaison.

The reasons for holding the data

We use the data to allow us to provide speech and language therapy services for the CYP:

- Planning and providing assessment, intervention, advice, programmes and skilling up others
- Communicating with parents/ carers and professionals about the CYP's progress including written reports
- Invoicing and other necessary administrative purposes.

Lawful basis for processing data

- We have changed the basis from *consent* to *legitimate interests* and *special category* under Article 9 (2) condition h) of the Data Protection General Regulation.

Sharing information with other professionals

- In relation to the agreement for us to work with the CYP, you will have indicated your agreement for us to share information about the CYP with other professionals involved in supporting the CYP. If you wish us not to share information with any specific professionals or authority, please inform us in writing and we will amend our records. We will only then share information if there are overriding legal / safeguarding reasons to do so.

How we store and share data securely

- Transfer: Sensitive data is kept or transferred via password-protected email. We limit use of identifying information (e.g. full names) where this is reasonable. Reports are usually sent with password protection unless requested otherwise. Sensitive information being shared within the ClarkSLT team can be shared via our secure practice management system. Basic information such as names and package information may be sent by email for administrative purposes.

Storage: Sensitive information about the CYP, parents and the speech and language assessments or therapy is mainly stored using secure online practice management systems. Sensitive information is accessed via password- protected systems. Where sensitive data is kept on paper, or needs to be kept on an external hard drive or flash drive, this is kept in a locked cabinet. Basic contact and referral details may be stored digitally on cloud-based systems and on password protected digital devices for administrative purposes. An Associate Therapist leaving the ClarkSLT team may retain a copy of records they have made. This is for legal purposes, and the Associate Therapist will need to act as Data Controller for this data.

Recordings

We use video and audio recordings where this is useful for assessment, therapy or for working with professionals to support the CYP. The CYP will know we are recording and we will check they are comfortable and agree to be recorded. All recordings will be kept securely.

Where we carry out other forms of processing and do require your consent we will explicitly ask

We ask for your consent where this is outside the expectations of our work with the CYP. This includes:

- Using recordings of the CYP in external training outside of an organisation working with the CYP
- Trainees sitting in for SLT sessions with the CYP for the purposes of their own learning.

Where you have given us consent previously, we will maintain these agreements with you and you can withdraw your consent at any time.

How long we keep the data

As registered Speech and Language Therapists, we are legally required to keep data after our work with the CYP has ended. We are not able to delete the data even if you or the CYP request it. This table shows how long records will usually be kept:

<i>Age at time intervention ended</i>	<i>16 years or under</i>	<i>17 years</i>	<i>18 or over</i>
Records to be erased (Paper shredded and digital deleted)	Age 25 years	Age 26 years	8 years from the end of intervention

<i>Enquiry only</i>	<i>Our involvement</i>	<i>How long we keep the data</i>
We receive an enquiry and information from parent/carer or school/ college.	No professional advice given by ClarkSLT, and no further contact from the school/college, parent or CYP regarding the referral.	Basic name/ contact/ school details will be kept on our log as in the above table. Case details and reports will be deleted after 12 months.

Your Rights

- **Rectification:** You can ask us to change data that we hold that is inaccurate or misleading. We will respond within one month.
- **Access:** You can ask for a copy of the data held about the CYP either verbally or in writing. We will respond within one month. (This period may be paused to seek clarification or gain evidence). A reasonable administration fee may be charged to delete all possible identifiable references to other clients, or if there is a large amount of administration involved and for additional copies.
- **Restrict processing:** You have the right to ask us to limit our processing of the data.
- **Right to object:** You have the right to ask us not to use the data in certain ways.

If you have concerns about how we have used your personal information, please contact Becky Clark. We will acknowledge a data-protection complaint within 30 days, investigate it appropriately and provide our response without undue delay. You also have the right to raise your concern with the Information Commissioner's Office at www.ico.org.uk.

These rights are not absolute. There may be compelling reasons for us to continue to process data. For more information, see the Information Commissioner's Office website www.ico.org.uk

ClarkSLT of Clark Interventions Limited (CI Ltd)

CI Ltd is registered with the Information Commissioners Office (ICO).

The Data Controller is Becky Clark, Director of CI Ltd. Associate Therapists and contractors working independently will also act as Data Controllers.

CI Ltd: 09603923