



occupationaltherapyNI

# Privacy policy

## Introduction

At Occupational Therapy NI, one of our values is integrity. We promise to always do the right thing for you. This includes looking after your personal information and storing it safely.

**Margaret McEvoy** and **Corinna Keaney**, as the owners of Occupational Therapy NI, are registered as Data Controllers.

This policy sets out how Occupational Therapy NI uses and protects your personal information.

## What information does Occupational Therapy NI collect?

Personal information is any information that can be used to identify you. This personal information may include your name, email address, postal address, telephone or mobile number and date of birth.

Occupational Therapy NI will also collect medical, social, family and education/work information as relevant to your circumstances.

Occupational Therapy NI does not collect financial information, details of visits to our website, or communication devices you use.

Occupational Therapy NI will not rent or sell your personal information to other organisations for use by them in any way.

## How does Occupational Therapy NI keep your information up-to-date?

If we have regular contact with you, we may, from time to time, ask to update your records to reflect any changes to your personal information.

This information may come directly from you, or it may come from a partner that we consider is legitimate and trustworthy and in circumstances where it is appropriate and where you will have had a clear expectation that your details would be passed on for this purpose.





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## How does Occupational Therapy NI use your information?

Occupational Therapy NI may use your information in three broad ways:

### 1. To provide an accurate and professional occupational therapy service to you

This background personal information forms an essential part of the assessment process and enables us to give the best person-centred intervention possible.

### 2. To write reports based on the process or outcome of the occupational therapy service

You may, as part of the Occupational Therapy NI service you choose, receive a written report about the service and/or outcome for you.

### 3. For marketing purposes

With your expressed consent (see separate consent form) we may use an agreed version of your information for social media, website or print marketing.

## How long will Occupational Therapy NI keep your information?

Personal information will not be retained by Occupational Therapy NI for longer than necessary in relation to the purposes for which it was originally collected, or for which it was further processed.

Occupational Therapy NI will hold personal information relating to assessment, intervention, and reports for seven years after your last session with us.

We review our data retention periods for personal information on a regular basis.

You can withdraw your consent to any usage of your data at any time without needing to specify a reason. You can do this by emailing us at [info@occupationaltherapyni.co.uk](mailto:info@occupationaltherapyni.co.uk) or calling **07887 698182**.

## Inappropriate content

If you post or send any content that Occupational Therapy NI believes to be inappropriate or content in breach of any laws, such as defamatory content, we may use your personal information to inform relevant third parties such as your internet provider or law enforcement agencies.

## How does Occupational Therapy NI keep your information safe?

There are different methods, depending on the type of information:

1. **Paper documents:** these are stored in a locked filing cabinet at Occupational Therapy NI.
2. **Electronic documents:** these are stored on the Occupational Therapy NI laptops which are fully encrypted to prevent unauthorised access. The laptops are also fully virus protected and have additional security measures in the event of theft.





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3. **Email:** emails containing personal data (for example, reports) are encrypted.
4. **Photographs / videos:** these are taken on a dedicated Occupational Therapy NI camera. At the earliest opportunity, these are uploaded on to the fully encrypted Occupational Therapy NI laptop. The camera memory card is then securely wiped. Please also refer to our consent form.
5. **Hard drive back-up:** weekly data backups are stored on a fully encrypted hard drive.

At Occupational Therapy NI, we have taken all steps reasonably necessary to make sure that your data is treated securely and in accordance with this privacy policy. We have done our best to protect your personal data and ensured that it will be held in compliance with European data protection regulations.

Unfortunately, the transmission of information via the Internet is never 100% secure and we cannot guarantee the security of your data transmitted to our website. This means any such transmission is at your own risk. In cases when we use external websites provided by other organisations such as Facebook, Twitter, or Instagram, then we would ask you to consult their privacy policies.

## Your rights

If you wish to exercise any of your rights as listed below, please write to us at [info@occupationaltherapyni.co.uk](mailto:info@occupationaltherapyni.co.uk):

- Access to your personal information;
- Objection to processing of your personal information;
- Rectification of your personal information; and
- Erasure of your personal information.

If you make a request relating to any of the rights listed above, we will consider each request in accordance with all applicable data protection laws and regulations. There will be no fee for considering and / or complying with such a request unless the request is excessive in nature.

Upon successful verification of your identity you may obtain the following information about your own personal information:

- a) The purposes of the collection, processing, use and storage of your personal data;
- b) The source(s) of the personal information, if it was not obtained from you;
- c) The categories of personal data stored about you;
- d) The recipients or categories of recipients to whom your personal data has been or may be transmitted, along with the location of those recipients;
- e) The envisaged period of storage for your personal data or the rationale for determining the storage period.





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You can make the above request by emailing [info@occupationaltherapyni.co.uk](mailto:info@occupationaltherapyni.co.uk) or by writing to:

**Occupational Therapy NI**  
6 Margaret Street  
NEWRY  
BT34 1DF

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**Signed**

*Margaret McEvoy*

*[Signature]*

**Position**

Business owner and data controller

Business owner and data controller

**Date**

25 May 2021

**Review date**

25 May 2021

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