

Privacy Policy

www.hertsbedsot.co.uk

Herts Beds OT service offers occupational therapy service for individuals and groups. We are not in the business to sell, rent or trade email lists with our companies and businesses for marketing purposes. This policy provides information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

We are registered with Health and Care Professional Council (HCPC) and with the Information Commissioners Office (ICO). We also have our Royal College of Occupational Therapy Code of Ethic. Each of these governing bodies have outline our responsibilities for recording and maintaining personal data.

Visitors to the website

When someone visits we use a third party service, Google Analytics, to collect standard internet log information. We do this to find out information such as, the number of visitors to the various parts of the website. This information does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

Newsletter sign-up

As part of the registration process for my regular e-newsletter, We collect personal information (your name and email address). We use that information:

- to tell you about stuff you've asked us to tell you about;
- to contact you if we need to obtain or provide additional information;
- to check our records are right;
- and to check every now and then that you're happy and satisfied.

We don't rent or trade email lists with other organisations and businesses. We use a third party provider, MailChimp, to deliver my newsletter. We gather statistics around email opening and clicks using industry standard technologies to help monitor and improve the e-newsletter. For more information, please see [MailChimp's privacy notice](#).

You can unsubscribe to general mailings at any time of the day or night by clicking the unsubscribe link at the bottom of any of my emails or by emailing me directly on info@hertsbedsot.co.uk

Confidentiality of data within occupational therapy practice

We will store data securely in a locked filing cabinet and/or on password-protected systems in accordance with legislative requirements. We will not share any of your data with third parties except during the context of supervision (as required by professional body) but no identifiable information will be shared. We will share information if we believe you or someone else is at risk of harm. In that case we may be in touch with the relevant services (such as the local GP or police).

We will ask for your consent before sharing reports and assessment findings with the multi-professional team. The 'right to be forgotten' does not apply to health and care provisions. We will keep your data in accordance to the legislative requirements.

Contacting us:

If you contact us but do not use our service, please note we will keep your contact details for 6 months. We will not sell, rent or trade this information. After 6 months your information is destroyed from our system. If you receive a service from us we keep your data inline with the governing acts and bodies (Data Protection Act, HCPC, RCOT).

Links to other websites

This privacy notice does not cover any links within linking to other websites. Those sites are not governed by this Privacy Policy, and if you have questions about how a site uses your information, you'll need to check that site's privacy statement.

Access to your personal information (Subject Access Request)

You are entitled to access the personal information. You will need to make a request by contacting info@hertsbedsot.co.uk . Information is usually shared via email using password protected software.

Changes to this Privacy Policy

This privacy policy is kept under regular review. This privacy notice was last updated on 30th April 2018