

Standard Consent Form – OT4me Ltd.

By submitting this form you are confirming your consent to OT4me Ltd. holding and processing your personal data. Where you do not grant consent we will not be able to use your personal data: (so, for example, we may not be able to let you know about forthcoming Workshops and Events). You can find out more about how we use your data from our “Data Privacy Notice”, a copy of which is below.

You can withdraw or change your consent at any time by contacting us via admin@OT4me.co.uk. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

Who are we?

OT4me ltd. is the Data Controller (you can find our contact details below). This means it decides how your personal data is processed and for what purposes.

How we may use your personal data?

OT4me ltd. will use information about you to plan, implement and monitor your treatment. We will use your information in our administration process to produce written reports and treatment plans regarding your ongoing occupational therapy treatment. If you are accessing aquatic therapy at Energise leisure centre with OT4me ltd., Energise require a referral form with your personal information and medical needs. This is required to ensure it is safe for the individual accessing aquatic therapy to be safe, this information on the referral form is shared with Energise leisure centre .

We use digital filming and photographs of assessment and treatment sessions at OT4me ltd. This is to inform the therapists of detailed assessment or treatment information to inform the clients treatment. This data is then confidentially destroyed once the therapists have analysed this.

How do we process your personal data?

OT4me ltd. complies with its obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

1. To enable us to meet all legal and statutory obligations;

2. To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments;
3. To manage our employees, volunteers and social media users;
4. To maintain our own accounts and records;
5. To operate the OT4me Ltd. web site and deliver the services that individuals have requested;
6. To inform you of news, events, activities, changes in role holders and services run by OT4me Ltd.
7. To send you communications which you have requested and that may be of interest to you. These may include information about workshops, social media campaigns, appeals, other activities.
8. To seek your views and comments.

We collect personal data in some or all of the following ways;

1. Names, titles, and aliases, photographs, videos;
2. Contact details such as telephone numbers, addresses, and email addresses;
3. Where they are relevant or where you provide them to us, we may process demographic information such as gender, age, date of birth, marital status, nationality, education/work histories.

The data we process is likely to constitute sensitive personal data because the fact that we process your data at all may be suggestive of your profession or someone having sensory integration or other health care needs. Where you provide this information, we may also process other categories of sensitive personal data: racial or ethnic origin. And, where this is relevant, mental and physical health, details of injuries, medication/treatment received, and criminal records, fines and other similar judicial records.

What is the legal basis for processing your personal data?

Most of our data is processed because it is necessary for our legitimate interests or the legitimate interests of a third party. An example of this would be our safeguarding work to protect children and adults at risk. We will always take into account your interests, rights and freedoms.

Some of our processing is necessary for compliance with a legal obligation.

We will seek explicit consent to keep you informed about news, events, activities and services and keep you informed about local and national events.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

Sharing your personal data

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of our tasks or where you first give us your prior consent. It is likely that we will need to share your data with some or all of the following (but only where necessary):

1. Other appropriate organisations eg EASI including their data controllers; if you have a EASI assessment with us.
2. External statutory bodies (police, health care, education and social care etc) where this is legally required.

How long do we keep your personal data?

We keep data in accordance with the guidance set out by ICO. Please see our privacy policy for full details which is located on our website Privacy Policy – OT4me ltd.

Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

1. The right to request a copy of your personal data which OT4me ltd. holds about you;
2. The right to request that OT4me ltd. corrects any personal data if it is found to be inaccurate or out of date;
3. The right to request your personal data is erased where it is no longer necessary for OT4me ltd. to retain such data;
4. The right to withdraw your consent to the processing at any time;
5. The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means];
6. The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
7. The right to object to the processing of personal data, (where applicable) [Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics];
8. The right to lodge a complaint with the Information Commissioner's Office.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this Privacy Notice

OT4me Ltd. will review this Privacy Notice regularly and may update it at any time – for example in the event of legal changes, to improve how we manage data, where an issue or concern has come to light that needs an appropriate response. If there are any significant changes in the way the OT4me Ltd. processes your personal information we will provide a prominent notice on our website or send you a notification.

Retention periods

OT4me Ltd. will retain client information until the child is 18years of age. This is due to return custom throughout child life to maturity. Adults accessing our service will have their records held by OT4me Ltd. for 6years following discharge from the service.

Contacting other professionals involved in client care

OT4me Ltd. will assume permission is given to contact other relevant professionals involved in the clients care, please email admin@OT4me.co.uk if you wish to discuss this further.

Right to complain

OT4me Ltd is committed to providing a professional and high quality service to all our clients. We are always wanting to improve our services, therefore we always provide a feedback form to all our clients whom have used our services. This gathers compliments but also future recommendations on what the clients feel the service could offer.

If you not satisfied with a service you have received, we would like you to contact us. This helps us improve our client experience and improves our clinically delivery.

Please see our full policy complaints and compliments policy at <https://ot4me.co.uk/wp-content/uploads/2021/09/complaints-and-compliments-policy-april-2021.pdf>

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Data Protection Compliance Officer at OT4me via admin@OT4me.co.uk or contact us via our website on a contact form.

You can contact the Information Commissioner's Office on 0303 123 1113 or via email or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF