

Mid Cornwall Speech and Language Therapy Limited – Website Privacy Notice

At Mid Cornwall Speech and Language Therapy (MC SALT), we take your privacy seriously and keep your information safe.



What information do we collect?

We collect information needed to support your child, including:

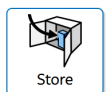
- Names and contact details
- Medical, developmental and education information
- Therapy notes and reports
- Appointment and billing information



Why do we collect your Personal information?

We use this information to:

- Provide speech and language therapy
- Plan and deliver sessions
- Communicate with you
- Work with other professionals (with your consent)
- Manage appointments and payments



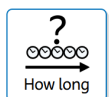
How do we keep your information safe?

We:

- Use secure systems and password-protected devices
- Store records safely (digital and paper)
- Limit access to trained staff only
- Regularly review our data protection practices

Do we share your information?

- We only share information with your consent
- Unless required by law (e.g. safeguarding)
- We use trusted service providers to store and manage data securely



How long does MC SALT keep personal information for?

- Enquiries: 3 months
- Client records: until age 25 (or 26 if applicable)
- Financial records: minimum 6 years

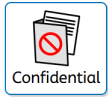
Mid Cornwall Speech and Language Therapy Limited - Company number 16913614

Company Address: Ledgebrook, Bolingey Road, Perranporth, TR6 0PE

Registered Company Address: C/O Whyfield, Truro Business Park, Threemilestone, Truro, Cornwall, TR4 9LF

Company Email address: help@midcornwallsalt.com

Data may be retained longer if legally required.



How does MC SALT keep personal information confidential and secure?

We:

- Use secure, encrypted systems
- Password-protect all devices
- Maintain up-to-date security software
- Limit access to authorised staff
- Regularly review policies and procedures



What are your rights?

You have the right to:

- See the information we hold about you
- Ask us to correct it
- Ask questions about how it's used



Questions or Concerns:

If you would like to see a more detailed version of this privacy notice, please email us at the email address below.

If you have any questions or concerns about this privacy notice, please contact us at:

 **Email:** help@midcornwallsalt.com

You can also contact the Information Commissioner's Office (ICO) if you have concerns about how we process data:

<https://ico.org.uk/>

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