



# Children in Motion Ltd

Specialist Paediatric Physiotherapy

## Privacy Policy for Children in Motion Ltd

### How we use your personal information

This privacy policy explains why Children in Motion Ltd collects information about you and your child and how that information may be used.

The Physiotherapists at Children in Motion who provide your child with treatment maintain records about your child's health and any treatment or care your child receives. These records help to provide you with the best possible therapy intervention and is a legal requirement as regulated by the Health and Care Professions Council whom all Physiotherapists at Children in Motion are registered with.

Children in Motion Ltd's treatment records may be electronic, on paper or a mixture of both, and we use a combination of working practices and technology to ensure that your information is kept confidential and secure.

Records held by Children in Motion Ltd about you and your child may include the following information:

- Details about you, such as your address, emergency contact details, other professionals and education settings involved, legal representative.
- Any contact Children in Motion has had with your child, such as appointments, therapy visits, etc.



*"Where quality of movement is as important as function"*



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- Notes, assessments and reports related to your child's therapy.
- Photos and videos of your child as a record of assessment and progress over time.
- Results and investigations such as x-rays, assessments, etc.
- Relevant information from other health care professionals and schools.
- Accounts details including invoicing and receipts.

To ensure your child receives the best possible care, their records are used to facilitate the care they receive. Information may be used within Children in Motion Ltd for clinical audit to monitor the quality of the service provided.

Children in Motion Ltd are committed to protecting your and your child's privacy and will only be collected when necessary and used lawfully. It is a legal requirement to keep children's records until they turn 25 and may be kept longer. It is important that all data will be accurate, kept up to date and erased, without delay, should your data no longer be required.

### **Sharing of Information**

Every member of staff who works for Children in Motion Ltd has a legal obligation to keep information about you and your child confidential. We will only ever use or pass on information about you if others involved in your care have a genuine need for it. We will not disclose your information to any third party without your permission unless there are exceptional circumstances of vital interest to a third party (i.e. life or death situations), where the law requires information to be passed on.





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We may also have to share your information, subject to strict agreements on how it will be used, with the following organisations:

- NHS health care professionals
- GPs
- Voluntary sector providers
- Local Authorities
- Education Services
- Police and Judicial Services
- Other private sector health care professionals/providers
- Equipment companies
- Other 'data processors' which you will be informed of.

You will have given consent to Children in Motion Ltd to share information regarding your child with particular professionals and schools. If we do not hold specific consent to liaise with a particular person/organisation we will ask for explicit consent for this to happen when required.

We may also use external companies to process personal information, such as for archiving purposes. These companies are bound by contractual agreements to ensure information is kept confidential and secure.

## **Rights of the client**

The points below clearly set out the rights each client is entitled to. Please ask us for an explanation of each, should you wish to have more information.





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- The right to be informed.
- The right of access:

You have the right under the Data Protection Act 2018 to request access to view or to obtain copies of what information Children in Motion Ltd holds about you and your child and to have it amended should it be inaccurate.

In order to request this, you need to do the following:

- Your request must be made in writing to the Director of Children in Motion Ltd.
  - There may be a charge to have a printed copy of the information held about you and your child if it takes a significant time to produce this.
  - We are required to respond to you within 40 days.
  - You will need to give adequate information (for example full name, address, date of birth and details you request) so that your identity can be verified and your records located.
- The right to rectification.
  - The right to erasure.
  - The right to restrict processing.
  - The right to data portability.
  - The right to object.





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## Right to complain/object & ICO Information

The Data Protection Act 2018 requires organisations to register a notification with the Information Commissioner to describe the purposes for which they process personal and sensitive information. This information is publicly available on the Information Commissioners Office website [www.ico.org.uk](http://www.ico.org.uk) , [casework@ico.org.uk](mailto:casework@ico.org.uk) or telephone 03031231113 (local rate) or 01625545745.

Children in Motion Ltd is registered with the Information Commissioners Office (ICO).

The Data Controller, responsible for keeping your information secure and confidential is:

Children in Motion Ltd.

Should you have any concerns about how your information is managed at Children in Motion Ltd, please contact the Director of Children in Motion, Anel van der Merwe, in writing:

Children in Motion Ltd  
Briar Cottage  
Bowlhead Green Road  
Brook  
GU8 5UW

If you are still unhappy following a review by the Director of Children in Motion, you have the right to raise a concern with the Information Commissioner's Office (ICO). Details on how to do this can be found here: <https://ico.org.uk/for-the-public/raising-concerns/>





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## Change of Details

It is important that you tell the person treating your child or Children in Motion's Administrator if any of your details such as your name or address have changed or if any of your child's details such as date of birth is incorrect in order for this to be amended. You have a responsibility to inform us of any changes so our records are accurate and up to date for you and your child.

If at any time, should you wish to withdraw consent, to processing your personal data or sensitive personal data, please contact Children in Motion Ltd's Data Protection Officer on [admin@childreninmotion.co.uk](mailto:admin@childreninmotion.co.uk) or in writing to: Children in Motion, Briar Cottage, Bowlhead Green Road, Brook, GU8 5UW.

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Anel van der Merwe – Director of Children in Motion Ltd

