

# Little Lions Therapy

Helping your child learn new skills, develop independence and build confidence.



## Privacy Policy

### Introduction

At Little Lions Therapy we will ensure that we look after your child's/your personal information appropriately and store it safely.

This policy sets out how Little Lions Therapy uses and protects your personal information.

### What information does Little Lions Therapy collect?

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

Little Lions Therapy will also collect medical, social, family and education information as relevant to your child's attendance at Little Lions Therapy groups.

Little Lions Therapy does not collect financial information. We will not rent or sell your personal information to other organisations for use by them in any way.

### How does Little Lions Therapy keep your information up to date?

If we have regular contact with you we may, from time to time, ask you 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.

### How does Little Lions Therapy use your information?

**1. To provide an accurate and professional Occupational Therapy service to your child.**

This background personal information enables us to ensure our intervention is appropriate.

**2. For Marketing purposes**

With your express consent (see separate consent form) we may use an agreed version of your child's or your information for social media or print marketing.

### How long will Little Lions Therapy keep your information?

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

Little Lions Therapy will destroy any personal information we hold on your child, when you withdraw from our services.

**Date: 06/01/2022**

**Review required: 12 months**