













	<p align="center">Your child has been referred to “Happy Talk” Speech and Language Therapy Ltd.</p> <p align="center"><i>Please read and complete the highlighted sections.</i></p> <p align="center"><i>Our Privacy Policy can be viewed in full by following this link</i></p> <p align="center">https://happy-talk.co.uk/wp-content/uploads/2021/05/Happy-Talk-Privacy-Policy-2020-docx-1.pdf</p>
 <p align="center">What will happen?</p>	<ul style="list-style-type: none"> • What does this mean? What will happen?
 <p>My child will see a Speech and Language Therapist?</p>	<ul style="list-style-type: none"> • Assessment of your child’s speech, language and communication skills.
 <p>Notes will be written</p>	<ul style="list-style-type: none"> • The speech and language therapist will create written or electronic notes on your child’s speech, language and communication skills. • The speech and language therapist may provide a written report and an electronic report and / or a plan of recommended targets and outcomes. • You will be able to see and comment on this report / plan.
	<ul style="list-style-type: none"> • If required, the speech and language therapist will provide speech and language therapy support for your child.






<p>My child may continue to see a Speech and Language Therapist</p>	 <p>Please contact the speech and language therapist to discuss the therapy recommendations for your child.</p> <p>Please contact the “Happy Talk” Director if you need the contact details for your child’s “Happy Talk” Speech and Language Therapist.</p>
 <p>We will talk to Nursery/ School staff about your child’s speech, language and communication</p>	<ul style="list-style-type: none"> • We will automatically liaise with education staff if your child is seen for Happy Talk Speech and Language Therapy in a School/Nursery setting.
 <p>The speech and language therapist will discuss my child with other professionals.</p>	<p>I want the “Happy Talk Speech and Language Therapist to liaise with the following professionals who are involved in my child’s care , (please tick as appropriate): <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> • NHS Speech and Language Therapist • Teacher (Automatic if your child is seen for Happy Talk within an educational setting) • Nursery • Paediatrician • GP • Social Worker • Others – Please specify.....
	<p>What we need to know and why? “Happy Talk” Ltd needs to know:</p> <ul style="list-style-type: none"> • Which children are in receipt of our speech and language therapy services. • Which member of the therapy team is seeing your child and where they are being seen. • How to contact you, i.e. your child’s family contact details. • The nature of your child’s speech, language and communication difficulties, so that the most appropriate support can be provided. • Who else is involved with your child so that we can work together to support your child’s progress.



Happy Talk

Speech and Language Therapy Ltd.

<p>The speech and language therapist will store information about my child.</p>	<ul style="list-style-type: none"> That there are documented records of every contact made by the “Happy Talk” speech and language therapist in relation to your child’s speech and language therapy provision
 <p>Paper records</p>	<p>All of the above information is recorded either electronically or on paper and forms your child’s “case notes”.</p> <p>Copies of reports are kept in your child’s “case notes”, copies of reports are sent to the person with parental responsibility and if required, a copy of the report may be sent to those professionals you have agreed for us to liaise with.</p> <p>Paper “case notes” are stored in a locked container.</p>
 <p>Electronic Records</p>	<p>An electronic copy of some of the above information is stored using cloud-based software which is extremely secure and accessed only by a secure password. Your child’s data will be stored via a patient management system called “WriteUpp”, on servers in a secure data centre.</p>
 <p>Requests</p>	<p>Apart from distributing reports as outlined above, only your child’s speech and language therapist and the Happy Talk data controller can view any written or electronic case notes.</p> <p>If you want to see the data we hold on your child the “Happy Talk” Director will need your written and signed permission, including a valid reason for the request from any third party.</p>
 <p>Who can see this information?</p>	<p>Your child’s electronic information can be seen by your child’s speech and language therapist and the data controller. So that you can see your child’s electronic reports please provide your e mail address and mobile telephone number. You will be sent an email link and a text code via your phone in order to open the link.</p> <p> Please write your e mail address here: _____@_____</p> <p> Mobile phone number here: _____</p>


 <p>Data Controller</p>	<p>The storage and processing of “Happy Talk” children’s data is the responsibility of: The Happy Talk Ltd Director</p>
 <p>Contact us</p>	<p>Happy Talk Ltd, Park View Centre, 13 Higher Green, Poulton-le-Fylde. Lancashire. FY6 7BL help@happy-talk.co.uk Mobile: 07983587528</p>
	<p>Please inform us of any inaccurate and or incomplete information and we will rectify this immediately. For example, if you have changed address.</p>
 <p>Information can be removed</p>	<ul style="list-style-type: none"> • You have a right to withdraw this consent at any time. • You have the right to request that all electronic data is deleted. • Requests to delete data must be made in writing to the “Happy Talk” Ltd Director. <p>Data storage and processing forms an integral part of this agreement. Withdrawing this consent will result in terminating the agreement for your child to receive “Happy Talk” Ltd Speech and Language Therapy.</p>
 <p>Complaints, comments, compliments</p>	<p>Should you wish to make a complaint, comment or compliment, please contact: The “Happy Talk” Ltd Director Park View Centre, 13 Higher Green, Poulton-le-Fylde, Lancashire. FY6 7BL help@happy-talk.co.uk Mob:07983587528</p>



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Happy-Talk Ltd Agreement

Yes 

No



My name is _____ (Please print)



I am the person with parental responsibility for _____ (Please print)



Name

(Enter your child's name above)

I give my consent to my child receiving Happy-Talk Ltd Speech and Language Therapy Services and I agree to "Happy Talk" Ltd storing and processing information regarding my child in relation to his/her speech and language therapy needs.

I understand that I must agree to the above statement in order for my child to receive Happy Talk Ltd Speech and Language Therapy Services.



Please sign your name here, _____



Date: _____



Please complete and sign this consent form as indicated.

Scan and send via email to help@happy-talk.co.uk

Or print off and return to "Happy Talk" Speech and Language Therapy Ltd, either in person or via your child's school/nursery, or post to Happy Talk Ltd, Park View Centre, 13 Higher Green, Poulton-le-Fylde, Lancashire. FY6 7BL