

Speech and Language Therapy (ELSEC) Privacy Notice

We are committed to protecting and respecting your privacy. This notice explains how **the ELSEC Speech and Language Therapy team** uses and manages the personal data or information we hold about you, including sharing information with health and social care professionals and other organisations and how we maintain appropriate confidentiality. Any questions regarding this notice and our privacy practices should be sent by email to shropcom.therapyadmin@nhs.net.

<p>Who we are?</p>	<p>We are Speech and Language Therapy (ELSEC), part of Shropshire Community Health NHS Trust. ELSEC is a pilot programme supporting education settings to improve early identification and support for children with speech, language, and communication needs.</p> <p>Speech and Language Therapy Service Coral House 11 Longbow Close Shrewsbury SY1 3GZ Telephone: 01743 450800</p>
<p>What is our legal basis for processing your personal and special category information?</p>	<p>Shropshire Community Health NHS Trust are processing personal and special category data on behalf of Course Beetle in accordance with their instructions and under the lawful basis they have identified:</p> <ul style="list-style-type: none"> - Consent – where individuals have agreed to be recorded or appear in training materials.
<p>What personal information do we collect about you and how do we obtain it?</p>	<p>Recording a session between your child and a Teaching Assistant following a programme call BEST (Building early sentence therapy).</p> <p>The personal information we collect might include your child's first name, image, and health information.</p>
<p>Why do we collect your personal information and what do we do with it?</p>	<p>The videos will support the training of other professionals to use the BEST programme.</p> <p>The video will be briefly stored by Shropshire Community Health NHS Trust until it is sent, securely, to Reeves Consultancy and Training (Trading as Course Beetle) and then deleted by Shropshire Community Health NHS Trust.</p>
<p>Who do we share your personal information with and why?</p>	<p>The videos are for training purposes only and are securely hosted within the LearnWorlds platform.</p> <p>These videos are not made publicly available (e.g., on YouTube or other open platforms) and can only be accessed by Course Beetle registered course delegates who have purchased access.</p> <p>No additional personal information will be shared with Course Beetle.</p>

<p>How do we keep your information safe and maintain your records?</p>	<p>All staff working in the Trust can only access information when authorised to do so, when there is a legitimate reason or on a need-to-know basis. They are trained to handle your information correctly, protect your privacy and keep your information secure.</p> <p>We do not keep your records for longer than necessary. Records are retained in accordance with the Department of Health and Social Care guidance and at the end of the life cycle records are destroyed in a safe manner.</p> <p>LearnWorlds provides a controlled learning environment that includes built-in security measures to prevent unauthorised sharing or downloading of video content. Access is tied to individual learner accounts, and videos are streamed in a way that does not expose direct file URLs. These precautions help ensure that all third-party video content remains protected and used strictly for its intended educational purpose.</p>
<p>What are your data protection rights?</p>	<p>Under the data protection legislation, you have the right to request access and receive a copy of your personal information by contacting the Trust as the data controller. You can also contact us to raise any concerns regarding the handling of your information, for example, you may feel the information needs to be rectified or you may have an objection to how it is being used or shared.</p> <p>You have a right to withdraw consent at any time, by contacting Course Beetle directly.</p>
<p>What about Planning and Research?</p>	<p>Not applicable</p>
<p>Other Privacy Notices</p>	<p>The Trust's full Privacy Notice can be found on Shropshire Community Health NHS Trust Public Website</p> <p>Please read Course Beetle's Privacy Notice - Privacy Policy Course Beetle</p>
<p>Further Information</p>	<p>Please visit our Trust website: SCHAT – children speech & language therapy Managing your records (shropscommunityhealth.nhs.uk) Your Data Matters to the NHS (shropscommunityhealth.nhs.uk)</p> <p>Please visit Course Beetle's website: Course Beetle Speech, Language and Communication Training</p> <p>And the Information Commissioner's (ICO) website: Your data matters ICO</p>
<p>If you have concerns</p>	<p>If you have queries or concerns, you can contact: Data Protection Officer (IG Dept)</p>

Shropshire Community Health NHS Trust
Ground Floor, Mount McKinley,
Shrewsbury Business Park, Anchorage Ave,
Shrewsbury SY2 6FG
shropcom.IGQ@infreemation.co.uk

You can also raise concerns to the ICO:
Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
www.ico.org.uk