



AL NEURODEVELOPMENT - DATA PROTECTION & PRIVACY POLICY (GDPR)

PURPOSE AND SCOPE

The purpose of this policy is to ensure the lawful, fair, and transparent handling of personal and sensitive data. This policy applies to all data collected by AL Neurodevelopment in the course of providing neurodevelopmental support, education coordination, and multi-agency advocacy.

2. DATA COLLECTED

We collect and process the following data to provide specialist services:

- **Personal Data:** Names, addresses, dates of birth, and contact information for clients and guardians.
- **Special Category Data:** As a neurodevelopmental practice, we process sensitive health information, including medical disclosures, diagnoses (e.g., ASD, ADHD), and clinical assessments.
- **Professional/Educational Data:** Session notes, progress tracking, EHCP documentation, and reports from third-party professionals (OTs, SaLTs, EPs).

3. LAWFUL BASIS FOR PROCESSING

We process data under the following legal frameworks:

- **Consent:** Explicit, written consent from a parent or legal guardian.
- **Contractual Necessity:** Data required to fulfil the service agreement.
- **Health and Social Care (Article 9(2)(h)):** Processing is necessary for the provision of health or social care and the management of health or social care systems.
- **Legitimate Interest:** Necessary for effective progress tracking and communication.

4. DATA STORAGE AND SECURITY PROTOCOLS

We maintain a "Security First" approach to client confidentiality:

- **Encryption:** All digital records are stored in password-protected, encrypted systems.
- **Access Control:** Access is strictly limited to authorized practitioners on a "need-to-know" basis.



- **Communication Safeguards:** We do not share identifiable client data via unsecured personal messaging apps. Professional communication is conducted via encrypted email or secure portals.

5. MULTI-AGENCY DATA SHARING

To provide a cohesive approach, we may share relevant data with schools, Local Authorities, or therapists.

- **Explicit Consent:** No data is shared with third parties without specific prior consent, except where legally required.
- **Redaction:** Where possible, reports shared for general educational meetings will be redacted to protect sensitive clinical details.
- **Safeguarding Exception:** We reserve the right to disclose personal data to relevant authorities without consent if we believe a child is at risk of harm or if required by law.

6. DATA RETENTION AND DELETION

We do not hold data longer than is legally or professionally necessary:

- **Retention Period:** Records relating to children are retained until the individual reaches the age of 25, in accordance with educational and clinical insurance standards.
- **Deletion:** Upon the expiry of the retention period, data is securely destroyed/deleted.

7. INDIVIDUAL RIGHTS

Under GDPR, clients and guardians have the right to:

- **Access:** Request a copy of the data held about them.
- **Rectification:** Request corrections to inaccurate information.
- **Erasure:** Request deletion of data (subject to legal retention requirements).
- **Withdrawal:** Withdraw consent for processing at any time.