



Occupational Therapy Norfolk
Local Independent Specialists for East Anglia

Consent Form:

I consent to use of my data and information as per the Privacy Policy overleaf

I consent that as part of the services provided Occupational Therapy Norfolk may need to use my data to contact me and to pass on my personal details to third parties in the course of providing the services agreed. This may be passed via verbal discussions, or through exchange of written information (both on paper and electronic including email and text messaging services and applications)

I consent to Occupational Therapy Norfolk discussing my case with those commissioning the services (if different from myself), speaking or enquiring on my behalf, and for necessary and appropriate third parties to release information that is pertinent to my case for the duration of my case

I confirm my consent for Occupational Therapy Norfolk, to discuss, provide, and request information to and from:

DETAIL OF INDIVIDUAL / ORGANISATION	TICK IF CONSENT GIVEN	INITIALS
Case Manager		
Family		
Solicitor(s) / legal representative(s)		
GP		
Consultant(s)		
Care / support provider		
Landlord / housing provider		
Other health and social care professionals		
Local authority		
Employer(s)		
Providers of services / equipment relevant to my goals / needs		

I expressly do **not** want Occupational Therapy Norfolk to pass my details onto, or discuss my case with the following individuals who may form part of the above general consents:

.....

I have read and understand the above statements, privacy policy, and give Occupational Therapy Norfolk express permission to use, store, share and obtain my information, for the purposes of providing the services agreed.

Signed:..... Date:.....

Name:.....

OR: Signed on behalf of client:..... Date:.....

Name:..... Reason for signing.....

Relationship to client:.....

FOR OFFICE USE: SERVICES PROVIDED ON BEHALF OF:.....



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Privacy Policy:

In order to comply with the EU General Data Protection Regulation 2018 and the Data Protection Act 2018, Occupational Therapy Norfolk is required to notify you, and seek consent, about how we keep and process your personal details (such as name, address, date of birth, telephone numbers, email, next of kin), copies of health and medical information, reports and clinical documentation (including photos and videos only taken with additional verbal consent) relating to the Occupational Therapy services provided to you (or if you are another interested party - to the individual we are providing services to).

We keep your personal information (including sensitive health information) in order to meet our legal and professional obligations. Information is kept:

- As paper files that are stored securely.
- Electronically on password secured computers, phones, and secure cloud storage.

We are committed to ensuring that your information is secure. To prevent unauthorised access of disclosed we have put in place suitable physical, electronic and managerial procedures to safeguard and secure your information.

Information is kept at a minimum for the lifetime of the case with us and then as per the recommendations made by the Information Commissioners Office and relevant legal and professional legislation and guidance (including our insurance requirements) – this is for a minimum period of 7 years (or 7 years past the age of turning 18) and often longer in order for us to have access to clinical records should you wish to refer to us in the future. This is reviewed on a 5 yearly basis after the previous timescales have expired. By agreeing to this policy you consent to us retaining your records in this manner. When your case becomes “inactive” your files will be securely archived to enable you to access them in the future should you wish (via a subject access request), or to enable us to continue to provide you with services, and be able to review previous treatment records. You can request to see the information held by making a request in writing to our Data Controller Zachary Fox via accounts@otnorfolk.co.uk or the address below.

No information will be kept unnecessarily. You have the right to withdraw consent at any time however we retain the right to hold information in-line with the above legal and professional requirements. No information will be passed on for commercial reasons. Occupational Therapy will not pass on your details to any other third party without your express permission and only for professional purposes related to the services provided to you. (The only exception to this would be if there were genuine concerns around your safety or the safety of others.)