



Data Protection Policy

This letter sets out Moyna Talcer's policy in relation to the holding and using of information about you/your child which may be obtained from you or other sources during your treatment.

- This data may be shared with yourself, your relatives, and other healthcare or education professionals with your permission.
- This information is held in files at Moyna Talcer's home, kept in a locked filing cabinet and also on computers (password protected).
- This information is used for the administration of my service to you and your child and for the purpose of keeping my accounts and records.

Child Protection Policy

All the information which I hold about you and your child is held in the strictest confidence. The only time I may need to break that confidence would be if I became aware of something that makes me concerned that you or your child may be at risk. In this circumstance it would be my duty to inform the relevant authorities for the purposes of child protection.

I have read and understood the Data Protection Policy and Child Protection Policy above. I consent to Moyna Talcer processing my information in this manner and for the purposes stated in the above policies.

Signed: _____ Date: _____

Name(s) of parent/guardian: _____