



Terms of Service – Clinical Services 17 July 2021

Griffin Occupational Therapy (GriffinOT Ltd)

This statement outlines information on how we store and use your child's data and personal information. It relates to children who are receiving direct clinical services from therapists at GriffinOT.

1.0 Who are we?

GriffinOT Ltd (formally Kim Griffin Ltd) is registered with Companies House (no. 7140862). We provide independent paediatric occupational therapy services to families, adoption support services and schools. The company is owned and directed by Kimberley Griffin, an Occupational Therapist registered with the Health Professional Council.

GriffinOT Ltd also operates a website (GriffinOT.com) which provides online training and information. Please note this privacy policy relates to clinic services and there is a separate privacy document for online services.

Griffin OT Ltd is committed to protecting the privacy of information provided by clients. Our policies and procedures are in line with the Information Commissioners Office (ICO) General Data Protection Regulations effective from May 2018.

2.0 Individual clinical service provision

Clinical provision will always begin with an assessment. The scope of this assessment will be agreed with the funding party (e.g. parent, LEA) in advance of the assessment. Reports will not be released until payment of invoice is received.

Following initial assessment, a treatment recommendation plan will be agreed with the funding party. Costings for this plan will be agreed at this time. Invoices are sent at the end of the calendar month, with payment due within 15 days. GriffinOT reserves the right to stop clinical services when invoices are overdue until debts are cleared.

3.0 School clinical service provision

School provision will be subject to the agreed contract. This contract will outline specific provision, costings and payment terms relevant to your school.

4.0 Online sensory assessments

<https://www.griffinot.com/sensory-processing-assessment/>

Details for our sensory assessment are available on our website at the above link. You can request a sensory assessment by paying directly on our website. Once payment is received, you will be sent further details on how to submit the assessment information.

It is your responsibility to complete and return the assessment forms. Reports are not processed until online forms are received. The ten working day processing time begins from when completed online forms are received by our team. It is not linked to the date of payment. Reports are processed in order of form receipt.

Refunds

We are not able to offer refunds on for the sensory assessment as these are bespoke and tailored to your child. We recommend that you read the information on the website and also view the sample report so that you understand what you will receive following payment and the submission of forms.

5.0 Data storage

Please see our Privacy Policy for OT Assessments for further information. The most up to date version is available on our website

<https://www.griffinot.com/policies/>.

For any questions related to this statement please contact Kim directly via email at Kim@GriffinOT.com.