

PRIVACY NOTICE

When you supply your personal details to this clinic (as part of the registration process) they are stored and processed for one or all of the following 4 reasons (the bits in bold are the relevant terms used in the Data protection Act 2018, which includes the General Data Protection Regulation – i.e, the law):

1. We need to collect personal information about your health in order to provide you with the best possible treatment. You requesting treatment and our agreement to provide that care constitutes a **contract**. You can, of course, refuse to provide the information, but if you were to do that we would not be able to provide treatment.
2. We have a “**Legitimate Interest**” in collecting that information, because without it we couldn’t do our job effectively and safely.
3. We also think that it is important that we can contact you in order to confirm your appointments with us or to update you on matters related to your medical care. This again constitutes “**Legitimate Interest**”, but this time it is your legitimate interest.
4. Provided we have your consent, we may occasionally send you general health information in the form of articles, advice or newsletters. You may withdraw this consent at any time – just let us know by any convenient method.

We have a **legal obligation** to retain your records for 8 years after your most recent appointment (or age 25, if this is longer), but after this period you can ask us to delete your records if you wish. Otherwise, we will retain your records indefinitely in order that we can provide you with the best possible care should you need to see us at some future date.

Your records are stored*

- on paper, in locked filing cabinets, and the office is always locked out of working hours.
- on my office computer. This is password-protected, backed up regularly, and the office(s) are locked out of working hours.

I will never share your data with anyone who does not need access without your written consent. Only the following people/agencies will have routine access to your data:

- Your practitioner in order that they can provide you with treatment.
- Our reception staff, because they organise our practitioners' diaries, and coordinate appointments and reminders.
- Our other administrative staff, such as our bookkeeper.

From time to time, I may have to employ consultants to perform tasks which might give them access to your personal data (but not your medical notes). I will ensure that they are fully aware that they must treat that information as confidential, and I will ensure that they sign a non-disclosure agreement.

You have the right to see what personal data of yours I hold, and you can also ask me to correct any factual errors. Provided the legal minimum period has elapsed, you can also ask me to erase your records.

I want you to be absolutely confident that I am treating your personal data responsibly, and that I am doing everything I can to make sure that the only people who can access that data have a genuine need to do so.

Of course, if you feel that I am mishandling your personal data in some way, you have the right to complain. Complaints need to be sent to what is referred to in the jargon as the "**Data Controller**".

Here are the details you need for that:

Data Controller: Susan Nicholson

smnosteopath@icloud.com

01780 239 667

Main Street, Great Casterton, Nr Stamford. PE9 4AA

If you are not satisfied with the our response, then you have a right to raise the matter with the Information Commissioner's Office: **www.ico.org.uk**