

## **PRIVACY POLICY**

*(Why I collect your personal data and what I do with it)*

*When you supply your personal details to this clinic they are stored and processed for 4 reasons (the bits in bold are the relevant terms used in the General Data Protection Regulation – ie the law):*

- 1. I need to collect personal information about your health in order to provide you with the best possible treatment. Your 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 I would not be able to provide treatment.*
- 2. I have a "**Legitimate Interest**" in collecting that information, because without it I couldn't do my job effectively and safely.*
- 3. I also think that it is important that I can contact you in order to confirm your appointments with me 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 I have your **consent**, I 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 me know by any convenient method.*

*I 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 me to delete your records if you wish. Otherwise, I will retain your records indefinitely in order that I can provide you with the best possible care should you need to see me at some future date.*

*Your records are stored on paper, in locked filing cabinets, and the offices are always locked out of working hours.*

*I will never share your data with anyone who does not need access without your written consent.*

*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:*

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*If you are not satisfied with my response, then you have the right to raise the matter with the **Information Commissioner's Office**.*