

## Privacy Notice

In your dealings with me you will be providing me with information that is known as sensitive personal data. This is required by my regulator, the General Chiropractic Council, under the Chiropractors Act 1994. When I use this information I will do so in accordance with statutory data processing requirements as set out by the Data Protection Act 2018 (the bits in **bold** are the relevant terms used in the Data Protection Act 2018, which includes the General Data Protection Regulation – ie the law):

When you supply your personal details to me they are stored and processed for 4 reasons:

1. I need to collect personal information about your health in order to provide you with the best possible treatment. Your requesting treatment and my 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 or tailor your treatment to your specific needs.
3. I also think that it is important to be able to contact you, should the need arise, in order to confirm your appointments or to update you on matters related to your medical care at this clinic. This again constitutes '**Legitimate Interest**', but this time it is your legitimate interest.
4. Provided I have your **consent**, I may occasionally send you information you may find useful, in the form of articles, advice or clinic updates. 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 and will do so indefinitely, on the advice of my insurer, to enable me to refer back to your health care should it be required in the future. You may request for your records to be deleted after the statutory period of 8 years since your last appointment (or the age of 25, whichever is later) - just let me know by any convenient method.

Your records are stored in several ways:

- Full health records are kept on paper, in a locked filing cabinet, within my secured clinic.
- A copy of your name and address only is kept electronically, on a password protected memory stick.

Only I will have access to your records and I will never share your data with anyone else without your explicit consent.

At any time that I should not be able to work, I may use a locum chiropractor to provide you with continued care. I will do my utmost to inform you of this before your appointment, should it happen, and will ensure that they treat your information with confidentiality.

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 as the '**Data Controller**'. Here are the details you need for that:

**Data Controller:** Gillian Louise Megson

**Email:** [gillian@headtotoechiro.co.uk](mailto:gillian@headtotoechiro.co.uk)

**Tel:** 07714 789505

**Address:**

66 Stockport Road

Marple

Stockport SK6 6AB

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