

# The North West London Mobile Foot Clinic

## Privacy Policy

### 1. Reason for This Policy

The General Data Protection Regulations (GDPR) came into effect on May 25<sup>th</sup>, 2018. It gives you, the patient, rights over how the information asked you is used. It also gives you controls over that information

### 2. Nature of Information I Take from You.

When you make an appointment, my receptionist or I, will ask for your name, address, telephone number(s), email and source of introduction. On my first visit to you I will ask more detailed information. This may include your birthdate, gender, medical history, current medication, allergies and details of your current GP. I may ask any other information that I feel affects your diagnosis & treatment. I also keep a record of your treatment.

You have a choice how you are contacted by me. You have the right to change this at any time.

### 3. Why is this necessary?

I require this information as it is a legal requirement for me to have full knowledge of you including anything that may contraindicate or be relevant to your treatment. The information may also aid diagnosis and add to your treatment experience. It is important that you make me aware of any change in the information I hold.

### 4. Where is the data stored and How secure is it?

All information that I record is taken, stored and held digitally on highly secure servers in the UK. The most up to date procedures are used to protect your data. If you require further information on data storage, please contact me.

### 5. Who else has access to your data?

For the purposes of the GDPR, I Simon P. Rhodes am the data controller. No other person or organisation normally would have access to your information. Your data is not given out to any commercial organisation.

- From time to time your data may be given out but only with your permission. This would be to other medical practitioners or your GP regarding your treatment.
- I may need to share, collect or retain your information if legally required to do so.

- If my business is sold or merged, my records may be shared but only as legally required and only with your permission.
- You can object to my processing of some of your information based on my legitimate interests in such cases.

### **Your rights of access to your records**

You have the right of access to your records and to receive a copy of same. You may have the right to change or delete your information but not normally in the case of health records.

### **Data Retention**

I have a legal requirement to retain your records for eight years after your last appointment. But I may need to retain records for legal reasons, arising out of disputes. Otherwise I will delete your personal information unless I have compelling and legitimate grounds to continue using that information or if it is needed for legal reasons.

If you have any complaints concerning any aspect of the information I hold about you, either contact me by email or on the phone numbers as shown on my website. Alternatively contact the Information Commissioner (ICO) at: [www.ico.co.uk](http://www.ico.co.uk)