

As per The Data Protection Act 2018 I need to inform you what data I hold about you, why I need it, what I will be doing with your data, who I might share it with and when I will destroy it.

What information do I hold, why do I have it and who might I share it with?

I will hold a completed consultation form and treatment records with your details. These include your name, address, date of birth and various means of contacting you.

Personal data

Address, contact number, email address – these are all required so I can contact you.

Health Related Data

Consultation Form – all clients/patients must complete a consultation form, so I have a full understanding of your medical and health history. This I need for insurance reasons, but it is to check that it is safe to treat you. It also helps me understand what medical issues you have and how best I can treat you. NB - Treatment will not go ahead unless I collect and store these details.

Treatment Records – these are my notes detailing what I have found in my assessments, what treatment I have given you and how you felt immediately after that treatment. NB - Treatment will not go ahead unless I collect and store these details.

How long do you hold this information for?

It is a condition of my Insurance Policy to take and retain client records for at least 7 years following the last occasion on which treatment was given. In the case of treatment to minors, records shall be kept for 7 years after they reach the age of majority (18).

After 7 years following the last occasion on which treatment was given, I will destroy all of your records by shredding/burning them.

How and where do I hold your data?

All Consultation forms, assessment records and treatment records are kept in a locked cupboard within my clinic/ house. Only I have access to these records and I will take all appropriate steps to protect the confidentiality, integrity, availability and authenticity of your data.