



PRIVACY NOTICE

Why I request your personal details and what I do with them:

I have a legitimate interest in some of your personal information, the details regarding your health and well being enable me to work well with you. I use the information you share to offer the best service possible for your individual needs.

The main details of the consultation are written in your clinic notes and kept locked in my filing cabinet within my treatment room. All information is kept confidentially and will never be shared with another party without your written consent.

Aside from the written consultation notes, I also have your name, telephone number and email details stored in my smart phone, on my iPad and desktop computer, all of which are password protected and my phone is protected by my fingerprint recognition.

The Reason for this:

1. I can keep in touch with you about appointments, I would do this by text, phone call or email.
2. In case I need to discuss any aspect of treatment with you outside of your face to face appointment
3. If you are not happy for me to keep your details for the outlined purpose then please inform me, at any time and I will delete them immediately. However, please be aware that legally and in line with my professional organisation requirements and under the terms of my professional indemnity insurance, I am obliged to keep a written record of treatments provided for 7 years after the last treatment took place. In the case of children, records will be kept until the child has reached their 18th birthday
4. I may also send the occasional newsletter, article or relevant information to your health or well being. You may withdraw consent for me to contact you this way, at anytime and by any convenient method and be assured that I will not contact you this way in the future.

I, (Vicky Carter) am the only person who has access to any of your data and maintain a system in keeping with The Data Protection Act 2018, which includes the General Data Protection Regulation. You have the right to access any of your personal information held by me at any time.

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