

WANTAGE CHIROPODY & PODIATRY PRACTICE

PRIVACY POLICY

This Privacy Policy describes how and when the practice collects, uses, and shares information when you attend an appointment, contact us or otherwise use our services. This is to comply with the General Data Protection Regulations [GDPR] 2018.

Information I Collect

*Personal information such as your name, address, telephone number, date of birth, General Practitioner, and medical history are recorded on paper record cards.

* NO PATIENT DATA IS HELD BY THE PRACTICE ON COMPUTER OR ONLINE. *Your record cards are stored in a lockable cabinet. Only reception staff and the podiatrists who work within the practice have access to this.

* Podiatrists are healthcare practitioners who are required by law to keep up to date medical records, and record each episode of treatment /advice.

* In addition to the GDPR we are governed by the rules of confidentiality laid down by the Health and Care Professions Council [HCPC] with which all the Podiatrists at the practice are registered.

Information Sharing and Disclosure

*Medical professionals. With your consent I may share information with medical professionals such as your GP or consultant to allow continuity of care, this is done by letter or telephone call.

*Business transfers. If I sell or merge my business, I may disclose your information as part of the transaction, only to the extent permitted by law and with your consent.

Data Retention

I retain all patient information in line with the current requirement of 8 years after a patients' last attendance [20 years in the case of minors] After this the cards are destroyed in accordance with the methods currently recommended.

Your Rights

You have a number of rights in relation to your personal information. While some of these rights apply generally, certain rights apply only in limited cases. I describe these rights below

*Access. You have the right to access and receive a copy of the personal information I hold about you by contacting me using the contact information below.

*Change, restrict, delete. You may also have rights to change, restrict my use of, or delete your personal information. In the case of health records these are normally exempt from change and deletion requests.

*Object. You can object to my processing of your information based on my legitimate interests.

*Complain. If you wish to raise a concern about my use of your information [and without prejudice to any other rights you may have], you have the right to do so with the Information Commissioner www.ico.org.uk

How to Contact Me

For purposes of GDPR, I, Noeleen Farrell, am the data controller of your personal information. If you have any questions or concerns, you may contact me at the following address:

Wantage Chiropody & Podiatry Clinic

14 Newbury Street, Wantage, Oxon, OX12 8DA