

General Data Protection Regulations – Privacy Notice

As a new patient you will be asked to fill in a simple medical questionnaire which will ask for your name, address, date of birth, occupation and contact phone number.

It will also ask questions about relevant medical conditions which you may have and also about any medication you may have been prescribed by your doctor or hospital.

This is important as certain medical conditions and their medication can have a major influence on the treatments we may consider giving you.

You will be asked to fill in this form in the waiting room prior to your treatment and this will then be handed directly to the podiatrist. The only people that will see this form are the podiatrist and the receptionist. This form is then put into your treatment file along with any treatment notes and is kept in a locked filing cabinet other than during your treatment session.

Your personal details are confidential and will not be shared with anyone else without your express permission. An example of this would be if it was necessary to write to your GP or another healthcare professional to refer you further treatment elsewhere. We would specifically ask your consent for this in these circumstances. Your details will not be used for marketing or any other such purpose.

We do not keep any patient information on a computer but may, with your consent, contact your GP by email as in the case above.

By law patient records need to be kept for a period of seven years after the last treatment and, in the case of children, until their 25th birthday but when records are older than this we have them collected by a company that specialises in secure document shredding so that they are disposed of in the correct manner.

At the time of registration as a patient you will be asked to sign a form stating that you consent to our storing your data as described above.

The data controller for this practice is:

Mr Alistair Ferguson

Ferguson & Knowles Podiatrists

4 Tower Street

York YO1 9SB