



For Health Chiropractic



Privacy Notice

This notice describes how and when For Health Chiropractic collects, uses and shares information about you for chiropractic care.

This is to comply with the General Data Protection Regulation (GDPR)

Personal information collected

To aid your chiropractic care you will normally provide your chiropractor with certain information, such as, your name, contact information and medical history. Records are in paper and electronic form and the practice uses a combination of working practices and technology to ensure your information is kept confidential and secure.

Why your information is needed and how it is used

Chiropractors rely on a number of legal bases to collect, use and share your information, including:

- Legitimate Interest - the data is collected for the purposes of the provision of health care as needed to provide chiropractic care or patient support
- Legal obligation - the data is collected to comply with a legal obligation or court order or in connection with a legal claim, such as retaining information about your payments for tax purposes
- Consent - with your affirmative consent data may be shared with third parties, such as, GPs or other healthcare professionals

Information may be used within the practice for clinical audit purposes to monitor the quality of the services provided. Data may also be collected for statistical purposes. Where this is done, measures are taken to ensure that individual patients cannot be identified. Sometimes your information may be requested for research purposes, in which case, your consent will be sought before releasing such information.

The length of time your personal information is kept

The General Chiropractic Council requires that chiropractic records are retained for a minimum of eight years after the last appointment. In the case of minors, the records must be retained until the child has reached the age of 24. Other legal obligations may dictate that records be retained for longer than this, for example, for insurance purposes and to resolve disputes.

The third parties with whom your personal information is shared

Information about patients is important and critical to your chiropractor's business. This information is shared for limited reasons and in limited circumstances, as follows:

- With medical professionals - with your consent, your chiropractor will share information with medical professionals such as your GP or another healthcare practitioner to allow continuity of care.
- Service providers - these trusted, third parties are engaged to perform functions and provide services to your chiropractor's business, (for example, to send text notifications of appointments). For Health Chiropractic discloses only the personal information that is necessary to deliver the relevant service.

Access to your personal information

You have the right under the GDPR to request access to view or obtain copies of what information the practice holds about you and to have it amended if it is inaccurate. If you wish to make such a request, please do so in writing to the practice and the practice must respond within one month of the request. There is no charge for copies of your file.

Please note that health records are normally exempt from change and deletion requests.

Objections

You have the right to object to your chiropractor processing some of your information based on legitimate interests. In such cases, the practice will delete your personal information unless there are compelling and legitimate grounds to continue using that information or if it is needed for legal reasons.

Complaints

Should you have any concerns about how your information is used at the practice, please discuss it with your chiropractor in the first instance. If you are still not satisfied, please contact Gill Amos. Furthermore, you can raise any complaint regarding this with the Information Commissioner's Office via their website (www.ico.org.uk).

Notification and Data Controller

Gill Amos is registered with the Information Commissioner's Office as the Data Controller for For Health Chiropractic. She can be contacted via the following email address: fhchiro@gmail.com