

McTimoney Chiropractic Clinic Data Protection Policy

When you supply personal details to Horncastle McTimoney Chiropractic Clinic they are stored and processed three ways:

- We have a legal obligation to maintain medical notes in order to provide you with treatment.
- Provided we have your consent, we would like to contact you in order to confirm your appointment with us or to update you on matters related to your medical care. Under the GDPR, this is known as Legitimate Interest.
- Again, provided we have your consent, we may occasionally send you general health information in the form of newsletters / advice / discount offers or general advice. This, too, constitutes Legitimate Interest under the GDPR.

We have a legal obligation to retain your records for 8 years after your most recent appointment (or age 25, if this is longer), but after this period you can ask us to delete your records if you wish. Otherwise, we will retain your records indefinitely in order that we can provide you with the best possible care should you need to see us at some future date.

Your records are stored:

- On paper, in locked filing cabinets and the clinic rooms are locked out of working hours.

Contact information, but no medical data, is stored electronically on our computers. These are password protected, backed up regularly and the clinic itself is locked out of working hours with key controlled access.
- If a record card is transferred, even temporarily, from one clinic to another then the record card will either be passed to you to pass on or, with your consent, will be sent in a solid envelope on a signed for service.

We will never share your data with anyone who does not need access without your written consent.

Only the following people will have routine access to your data:

- The clinic practice manager who assists in organising your appointments and administering the records system.
- Your practitioner in order that they can provide you with treatment.