

# General Data Protection Regulation 2018

## Privacy Notice

### Winchester Physiotherapy & Sports Injury Clinic

**Winchester Physiotherapy & Sports Injury Clinic (WPSIC)** is the **data controller** for all personal information processed at this Clinic and is registered with the Office for Data Protection. By attending the Clinic and signing the consent form you hereby agree to the terms of this Privacy Policy.

WPSIC needs to collect, hold and process information about our Clients in order to run the business and treat our Clients professionally and abide by Medical records regulations.

#### Privacy Policy:

This privacy policy describes Winchester Physiotherapy & Sports Injury Clinic current policies and practices with regard to personal data collected at the Clinic. The term 'personal data' refers to personally identifiable information about you, such as your **name, telephone number, email address, date of birth, mailing address, insurance details and any other information that you disclose**. The only personal data currently collected is the information that you voluntarily disclose or from that of your Doctors or Insurance referrers and used solely for the purpose of your treatment and payment and in line with medical record legislations.

Winchester Physiotherapy & Sports Injury Clinic may use this information to contact you in the future to tell you about services we believe will be of interest to you. If we do so, each communication we send to you will contain an "opt-out" clause preventing you receiving future such communications.

The information that you provide will be used only for its intended purpose, except as required by law or if pertinent to judicial or governmental investigations or proceedings. It will not be disclosed to 3<sup>rd</sup> parties unless you have given us written permission to do so. All staff are bound by confidentiality clauses and have a duty of care in handling your data, in which they have been fully trained.

All personal data is stored securely in accordance with the Data Protection Act 1998 and complies with the GDPR 2018 regulations. We have put suitable physical, electronic and managerial procedures in place to safeguard your data.

Your data will be stored as per medical record legislations for a minimum period of 8 years from last treatment or until the age of 25 years if a minor. You may request access to your records at any time and the request should be made in writing to Gill Driver at the WPSIC address. We are required to keep your information up to date and accurate and request that you notify us of any change in details so we can amend your records accordingly.

As a standard of good practice we routinely write to your GP at the conclusion of your treatment to keep them informed of your medical history. You may opt out of this at any time by writing to us at the Clinic and withdrawing your consent for this.

The full privacy Policy can be viewed on request from the clinic and any concerns should be directed to Gill Driver at the clinic. If you are unhappy about the data protection of this clinic after initially discussing with Gill Driver, you can contact the Information Commissioners Office (ICO) on [www.ico.org.uk](http://www.ico.org.uk)