

## **Privacy Notice for new and continuing clients**

Under Data protection law as a client of Downs Chiropractic you have specific rights. To communicate these rights to you, I am providing this privacy notice. It is available on the website [www.downschiropractic.co.uk](http://www.downschiropractic.co.uk). and a second site under the banner of Yell.com. It will be displayed in the waiting room at the clinic. A hard copy is available to you on request.

### **Who we are**

Downs Chiropractic

8 Warren Close

Eastbourne

Sussex

BN20 7TY

Telephone 01323 647268. Mob 07957 993083

Email [downschiro@talktalk.net](mailto:downschiro@talktalk.net)

**For the purposes of processing your personal data Downs Chiropractic is the controller.**

### **Named Contact**

Your first contact is Michael Stiles DC at the above address, on email, phone or by mobile. From time to time I may communicate with you by text messaging or whatsapp to relay simple information such as an appointment reminder. I will check if this is acceptable to you at intervals. This may also take place by email especially with regard to overseas clients.

### **Personal Data**

In completing your medical history and then proceeding to treat and record the treatment under chiropractic care, personal data taken may include: name, address, date of birth , telephone numbers, type of work you do, hobbies and sports, GP details, medical history summary, record of treatments, your progress and feedback. It may include copies of medical reports you supply such as MRI and Xray. None of the above is entered in any computer data file. No data is shared and therefore no mailing is expected to occur from any source. Data is locked and secure.

### **Sharing your data. Doctors letters.**

With your updated consent a letter may be prepared for your GP. Any need to share information would be with your full consent and would be discussed with you in advance.

### **Retaining Personal Data**

Your medical record will be retained for 8 years from your last attendance here. This is period extended for under 18's. Any new client who fails to attend; data is destroyed after a month.

## **Your rights to access data, to rectify data, to erase data and to restrict processing of data**

You may request a copy of your personal data at Downs Chiropractic in writing or email. You will include your name, address, telephone number and what it is you are requesting from your records.

You may amend data held here, if it is felt necessary, please contact Downs Chiropractic in writing or email with your request.

If you wish to erase data held here please contact Downs Chiropractic with your request in writing or email.

If you wish to prevent your data being retained/stored please contact Downs Chiropractic with your request in writing or email.

You may withdraw consent on the above issues at any time.

### **Data Breaches**

Should your personal data be compromised through loss, theft or otherwise and where this constitutes a risk to your rights and freedoms, Downs Chiropractic will inform you without undue delay. You will be informed of the nature of the breach and told what Downs is doing to deal with the breach.

### **Complaints/ in case of**

Contact the Information Commission Officer details on their website [www.ico.org](http://www.ico.org) regarding any aspect of the above. Note: Downs Chiropractic does not use an automated system to store your personal data. Downs is endeavouring to adhere to all aspects of the General Data Protection Regulations act 2018. Your feedback is welcome at any stage of the process.

We may disclose information about you for the following reasons:

- . To the extent that we are required to do so by law
- . In connection with any legal/regulatory proceedings or prospective legal/regulatory proceedings
- . For insurance purposes
- . in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk).

Posted on 5.5.2021 and under regular review.

Hibu/yell.com to incorporate into website and yell.com site.

