

## Baildon Chiropody and Podiatry Centre - Data Protection

Dear Client

### GENERAL DATA PROTECTION REGULATION

This regulation (GDPR) comes into effect on 25th May 2018.

Although it is mainly intended to govern relations between large organisations and their customers, and other members of the public, it also applies to small organisations such as ourselves. The main purpose of GDPR is to prevent peoples' personal and private information from getting into unauthorised hands.

Below is Baildon Chiropody and Podiatry Centre's (the Practice) Privacy Notice in relation to any personal and private information held.

### Privacy Notice for Baildon Chiropody and Podiatry Centre

#### **1. What personal data do we collect?**

The data we routinely collect includes client names and addresses , telephone numbers and email addresses. We also maintain medical notes for each visit to the Practice. These notes summarise the treatment given.

#### **2. What is this personal data used for?**

We use this data for the administration of the Practice, especially to contact clients regarding appointments, occasionally to write to Doctors and always to maintain recommended professional standards. We will never sell this data, transfer it to third parties or use it for marketing purposes.

#### **3. Where does this data come from?**

Data has either been inherited from the manual records of the previous owners or has been collected from new clients prior to their first appointment.

Inherited Data is held on hand-written cards which are stored in a locked filing cabinet and it is a mandatory requirement that this data is retained for eight years after which the cards are cross-shredded.

#### **4. How is your data stored?**

This information is now stored in digital form on a computer system called PPS provided by a company called Rushcliff Limited.

Under the new GDPR Regulations, the Data Protection Officer is the proprietor Richard Depledge and he is responsible for its safe keeping on this system.

#### **5. What is the legal basis for collecting this data?**

The Practice collects personal data that is necessary for the purposes of its *legitimate and vital interests* as a provider of Chiropody and Podiatry services.

#### **6. How you can check what data we have about you?**

If you want to see the basic personal data we hold about you, you should contact the Proprietor who can provide a printout. Medical Notes are strictly confidential and we are required by law to retain all details for a period of eight years even if a client is deceased or does not return to the Practice.