

## Bransgore Chiropractic Clinic + General Data Protection Regulation (Data Protection Act 2018 in UK)

Dear Patient,

This is to inform you that the General Data Protection Regulation comes into effect on 25<sup>th</sup> May 2018, and to advise you of how this may affect you.

We are fully compliant with this new regulation, to the best of our knowledge and belief. We promise that:

- we will keep all your details safe with only nominated members of staff who can access them (your chiropractor, a locum whom you might choose to see whilst we are on holiday, and reception staff at Twin Oaks Medical Centre);
- we will never sell your data to anyone or use it for marketing purposes;
- we will only pass your information on to someone else after checking with you first, for example, when we write to your GP with your consent.

Your information will be processed in a lawful and transparent manner. This means we will only gather information from you that we need and it will always be available for you to view, without any charge. Your information will always be securely stored: paper notes in filing cabinets in a secure office, and appointments on a secure NHS web-based diary system. We will endeavour to keep your records up to date (we will need you to help with this by informing us of any changes of address, GP etc).

Whilst the General Chiropractic Council recommends that we destroy any data if you have not returned to the Practice for 8 years (and in the case of children, for a period of 8 years after their 18<sup>th</sup> birthday), at Bransgore Chiropractic we strongly believe that medical records should be kept for life. In accordance with our records retention policy, your records will remain securely stored at the practice until 3 years after the event of your demise, or unless you ask us to securely dispose of them before that time.

If you require access to the records we hold about you, all you need to do is write to the Clinic with your request or email your request to [bransgorechiro@gmail.com](mailto:bransgorechiro@gmail.com) and ensure that your request is signed and dated. We will also need to verify your identity but will phone you to confirm the request prior to release of any personal information. This information will be provided within 1 month of your request.

We would like you to confirm whether you are happy for us to leave a message reminder about appointments with you or a family member (home phone), at work, or on your mobile:

I am happy for you to contact me

*(please tick all that apply)*

- by home phone
- By text or mobile message
- By email
- I do not wish to be contacted about appointments (please note that, if you are also a patient of Twin Oaks GP practice, we would need you to remove this preference from their diary system as we share their diary)

I confirm that I am happy for my personal details to be held in accordance with the Data Protection Act 2018, as set out above:                      Yes/No

Date \_\_\_\_\_ Name \_\_\_\_\_ Signed \_\_\_\_\_