

## **Privacy Notice**

We take your privacy very seriously therefore we urge you to read this policy carefully because it contains important information about us and:

- The personal information we collect about you, our patients
- What we do with your information and
- Who your information may be shared with

### **Who we are**

Leyland Physiotherapy are a “data controller” for the purposes of the Data Protection act 1988 (i.e. we are responsible for your personal information).

### **Information we collect**

Personal information such as name, address, phone number and date of birth for your patient record and details of your condition. We have lawful bases; Consent and Legitimate Interests, for processing your data as set out in the GDPR.

### **How we use the information we collect**

- To keep a record of treatments.
- To keep in touch with you regarding appointments and /or promotional offers

### **Who your information may be shared with**

Your relevant health information will only be shared following consent from you with;

- Health Insurance companies and healthcare providers who have referred you to us for treatment
- Your GP or other health practitioner, on your request only.
- Another physiotherapist on site when collaborative care is required

Information will not be shared with a partner, family member and/or carer without explicit consent from you.

### **Keeping your information secure**

We will use technological and organisational measures to keep your information secure. We retain your information for 8 years.

### **What rights do you have?**

- The right to request a copy of your information by written request with proof of I.D.
- The right to correct any mistakes in your information free of charge
- The right to ask us to stop contacting you about promotions.
- The right to withdraw consent and/or have your data erased
- The right to lodge a complaint with a supervisory authority

### **Contacting us**

If you have any questions about this policy or the information we hold you can contact Michelle Kinney as the controller of your information:

- by phone on 01772 435235
- by email on [info@leylandphysio.co.uk](mailto:info@leylandphysio.co.uk)