



# JULIE ROBSON

PODIATRIST

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## Patient Privacy Policy

This notice is designed to clearly inform you on what data we obtain from you; how we obtain it; why we obtain it; how we store it; how long we store it for; how I may be processed; how you can obtain a copy of the data we hold on you and when the date will be destroyed.

### The data we obtain from you:

- » Name, address, date of birth, occupation details and contact details
- » Medical history inclusive of medication and the GP practice you are registered with

### How do we obtain the data?

- » The data we obtain from you comes from the medical history obtained from you by the clinician trending to your foot care needs

### Why is the data obtained?

- » The data obtained is the minimal necessary to enable us to carry out safe and effective treatments to your feet
- » The data that we obtain is not used for any other purposed beyond providing your foot health treatment

### Who has access to the data?

- » The data is accessed by the clinician providing your foot care needs
- » Reception staff also have access to this data as they act as data handlers by looking in your treatment and filing your clinical records away
- » In the event of a medical emergency, relevant data that we hold on you may be passed over to the emergency series if it required in your vital interests
- » Unless the data is legitimately requested by authorized personnel (i.e. within a legal context), no other persons have access to this data.

### How is my data stored?

- » Your data is stored physically on a record card but not electronically
- » The record cards are stored in a locked, fire-proof cabinet within a locked room
- » Only the receptionist and the clinician have the key to this cabinet

### How is my data processed?

- » Your data is processed purely in terms of making and annotating clinical notes relegating to your foot health care
- » Your data is not used for promotional or marketing purposes
- » Your contact details are used only in the event that we need to get hold of you in relation to an appointment or service that you have with the clinic
- » Your data will not be passed on to any third parties

### How long is my data stored for?

- » Your data is typically stored for 7 years after the date of your last appointment
- » If you last appointment was when you were under the ages of 18, then the data will continue to be stored until the date of your 25th birthday
- » After these time periods your data will be destroyed

### How can I access my data?

- » If you would like a copy of the data we hold on you, then please contact us.