

Maggie Fisher - Privacy Notice last updated July 2018

The purpose of this statement

I am committed to protecting and respecting your privacy. It is extremely important to keep any personal information I hold secure and confidential.

General Data Protection Regulation (GDPR) specifies the way in which I can hold and process personal information

If I hold your information you have a right to know what is held and how it is used. I have published this statement to tell you:

- The legal basis for holding and processing your information
- What information I collect about you
- What I use your personal information for
- How I store your personal information
- Who I may pass your information to and for what purpose

My legal basis for holding and processing your information

My legal basis for processing your information is that of the legitimate interest of my practice – namely that I could not offer you a service without holding and processing this information.

What information I hold

When you become a client I collect various information about you, including your name, address, and contact details.

If you come to me through a company they will also hold information about you which will be covered by their privacy statement.

I may be given personal information about you from third parties, for example, GPs, insurance companies other health-care providers.

How I store your personal information

I keep paper clinical notes while I am seeing you. They are kept in a locked cabinet and shredded when we complete our work together.

I enter your details on my database which is password protected – I note your first and last session dates /the total number of sessions and a brief resume of no more than 3 lines for insurance and historic purposes. It is kept private and stored securely until a time it is no longer required or has no use.

If I become ill or die my clinical executor will have access to your information in order to manage my practice which they will do in a confidential way adhering to this privacy statement.

Who I may pass your information to and for what purposes

I may give personal information about you to third parties, for example, GPs, insurance companies other health-care providers. I will always copy this information to you.

Your rights

Under the GDPR you have rights as an individual data subject which you can exercise in relation to the information I hold about you. You can read more about these rights on the [ICO's website](https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/)

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