



ACUPUNCTURE | CHINESE MEDICINE

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## **General Data Protection Regulation (GDPR) Consent Form**

General Data Protection Regulation comes into force on 25th May 2018 to help protect your personal data and privacy.

Your privacy is important to me, and I want to communicate with my patients in a way which has their consent, and which is in line with UK law on data protection including the General Data Protection Regulation (GDPR). Please see my Privacy Notice which is available from my website at [www.thevillageclinic.co.uk](http://www.thevillageclinic.co.uk) or on request.

My Privacy Notice and this consent form refer to personal data. Personal data means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. Personal data includes your name, address, email address and phone number.

My Privacy Notice and consent form also refer to processing. Processing means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means such as collection, recording, organisation, structuring, storage, adaption or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction. Processing includes using your contact details to send you my newsletter or other marketing materials. When you supply your personal details to me during a consultation they are stored and processed for four key reasons:

1. I need to collect personal information about your health in order to provide you with the best possible treatment. Your requesting treatment from me and my agreement to provide that care constitutes a contract. You can, of course, refuse to provide the information, but if you were to do that I would not be able to provide treatment to you.

2. I have a “Legitimate Interest” in collecting that information, because without it I cannot do my job effectively and safely.

3. I also may need to contact you in order to confirm your appointment to see me/us, or to update you on matters related to your medical care. This again constitutes “Legitimate Interest”, but this time it is your legitimate interest.

4. Provided I have your consent, I may occasionally send information in the form of marketing materials. You may withdraw this consent at any time – see below. Such requests will be acknowledged. I have a legal obligation to retain your electronic records for at least 7 years after your most recent appointment (or age 25 if this is longer). After this period, you can ask me to delete your electronic records if you wish. Otherwise, I will retain your records indefinitely in order that I can provide you with the best possible care should you need to see me at some future date. I am legally advised to keep paper records indefinitely.

Your records are stored:

- On paper, in locked filing cabinets and my office is always locked out of working hours.
- Electronically on my computer which has up-to-date security software. Access to this data is strictly password protected, and the passwords are changed regularly. Any back-ups of this data are all password protected as well.

5. I will never share your data with anyone who does not need access to it without your written consent. Only the following people/agencies will have routine access to your data:

- Me, in order that I can provide you with treatment, organise my diaries, coordinate appointments and reminders.
- If part of your prescription is sent to you directly from a second party supplier, then your name and address will need to be given to that supplier. Such a supplier would have to be GDPR compliant as well, so your data will be safe.
- Google contacts and my appointment reminder App which are also GDPR compliant.

By signing this form you are confirming that you are consenting to **The Village Clinic** holding and processing your personal data for the following purposes (please tick the boxes where you grant consent):-

I consent to The Village Clinic contacting me by  post  phone or  email to keep me informed about news, events, activities and special offers at The Village Clinic .

Please note you can unsubscribe from my e-newsletter and request that I stop sending you marketing materials at any time.

I also understand that my personal data will be used for the legitimate interests and as part of our “contract” as outlined above

..... Name

..... Address

..... Email address

..... Phone number

..... Signature of patient

..... Date

Where you do not grant consent I will not be able to use your personal data for marketing purposes (so for example, I may not be able to let you know about open days or special offers). You can withdraw or change your consent at any time by email to [info@thevillageclinic.co.uk](mailto:info@thevillageclinic.co.uk) . Please note that all processing of your personal data for marketing purposes will cease once you have withdrawn consent but this will not affect any personal data that has already been processed prior to this point. As mentioned all other lawful processing of your personal data because a) it is in yours or my legitimate interests in connection with the provision of health care services to you; or b) it is necessary in compliance with a legal obligation which my practice/clinic is subject to – may continue.