

Privacy Notice

(Why I collect your personal data and what I do with it)

I take your privacy seriously and will only use your personal information to provide the services you have requested of me.

Why do I need to collect your personal data?

When you supply your personal details to me they are stored and processed for 4 reasons

1. I need to collect personal information about your health in order to provide you with the best possible treatment. Your requesting treatment 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.

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

3. I also think that it is important that I can contact you in order to confirm your appointments with me 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 you general health information in the form of marketing materials. You may withdraw this consent at any time – just let me know by any convenient method.

I have a legal obligation to retain your records for 8 years after your most recent appointment (or age 25, if this is longer), but after this period they will be safely destroyed.

Your records are stored:

- on paper, in locked filing cabinets, and the offices are always locked and alarmed out of working hours.
- on my office computer in the case of correspondence, referral letters, invoices etc. These are password-protected, backed up regularly, and the office(s) are locked and alarmed out of working hours.

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

- Me, so that I can provide you with treatment •

- I also use Google contacts and Apptoto to coordinate appointments and reminders, so your name and email address will be saved on the google server.

From time to time, I may have to employ consultants to perform tasks which might give them access to your personal data (but not your medical notes). I will ensure that they are fully aware that they must treat that information as confidential, and I will ensure that they sign a non-disclosure agreement.

5. You have the right to see what personal data of yours I hold, and you can also ask me to correct any factual errors. Provided the legal minimum period has elapsed, you can also ask me to erase your records.

I want you to be absolutely confident that I am treating your personal data responsibly, and that I am doing everything I can to make sure that the only people who can access that data have a genuine need to do so.

Of course, if you feel that I am mishandling your personal data in some way, you have the right to complain. Complaints need to be sent to what is referred to in the jargon as the “Data Controller”. Here are the details you need for that:

Data Controller, Lee Butler. Malvern Cottage, Station Road, Blackthorn. Oxfordshire. OX25 1TA

If you are not satisfied with the response, then you have the right to raise the matter with the Information Commissioner’s Office.