**Privacy policy**

At Fit To Perform, I am committed to handling all personal information obtained securely and in line with UK GDPR (General Data Protection Regulation). The following policy outlines what information I hold, why I hold it, how long for, and your rights.

Times when personal information might be obtained include when making an appointment and during clinical assessment and examination.

‍**What personal information I might collect**

* Name, date of birth and address
* Contact information such as a telephone number and/or an email address
* GP name and address
* History of your health, your family’s health and any related conditions you have, your medication, occupation and interests.

This information will primarily be collected from you with your permission.  Where it is lawful to do so, information might be collected from other sources such as your GP, or other healthcare providers authorised to provide it. In all circumstances, consent will be sought prior to requesting this information. Information might also be sought from parents or carers who have permission to give information on your behalf.

**What I do with the information I gather**

 I require this information to understand your needs and provide you with the best possible service.  I might require your information for the following reasons:

* During your appointment
* Internal record keeping
* Any referrals made to your GP or the hospital
* Responding to any queries you have
* Maintaining records for information governance compliance and in the event of claims

Information is kept on a private work computer, with password protection both to the desktop and to the individual patient files. The computer is not used by any other persons. The computer has up to date antiviral software installed. Any emailing of personal information will be done securely via my NHS.net account.

**How long I store your information for**

Information will be retained by me for as long as is reasonably necessary as defined under applicable healthcare laws and regulations. For private clients where I create medical records, I will store your information for as long as I provide your assessment or treatment and for a further period of 7 years after the last consultation, in line with government guidance (Records management: code of practice for health and social care - GOV.UK (www.gov.uk)).

**Who your personal information is shared with**

I may disclose personal information to health care authorities including the NHS or equivalent private bodies. This might occur, for example, when an onward referral to an alternative private provider is necessary or to share information with your GP. In all circumstances, consent will be sought prior to sharing this information.

**How to update your information**

If you believe that any information I am holding on you is incorrect or incomplete, you can request a correction of your personal information by emailing me.

**Your rights**

You have the following rights:

* Informed - you have the right to be informed on how your personal data is being used.
* Access - you have the right to request access to your personal data.
* Rectification - you have the right to request that any mistakes concerning your personal data are corrected.
* Restriction - you have the right to restrict the processing of your personal data.
* Erasure - you have the right to request that your personal data is erased. ‘The right to be forgotten’.
* Complain - you have the right to lodge a complaint to the supervisory authority
* Portability - you have the right to data portability.

Please note, there are some exemptions to the right to erasure, as per outlined by the Information Commissioners Office (ICO) ([Right to erasure | ICO](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-rights/individual-rights/right-to-erasure/#ib6)).

If you are unhappy at how I have processed your data you can contact the ICO at [www.ico.org.uk](http://www.ico.org.uk).

I aim to adhere to the following principles with regards to any personal data. Data should be:

* Processed lawfully, fairly and in a transparent manner in relation to individuals.
* Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
* Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
* Accurate and, where necessary, kept up to date.
* Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
* Processed in a manner that ensures appropriate security of the personal data.

**Signed –** Dr Rachel Hamilton-Cruse



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**Renewal - 1.8.25**