

Premier Chiropractic Ltd Privacy Notice

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

When you supply your personal details to this clinic they are stored and processed for 4 reasons (the writing underlined are the relevant terms used in the General Data Regulation i.e the law)

- We need to collect personal information about your health in order to provide you with the best possible treatment. You requesting treatment and our agreement to provide the care constitutes a contract. You can of course refuse to provide the information but if you were to do that we would be unable to provide treatment.
- We have a legitimate interest in controlling that information, because without it we couldn't do our job effectively and safely.
- We also think its important that we can contact you in order to confirm your appointments with 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.
- Provided we have your consent, we may occasionally e-mail or send you general health information in the forms of articles, advice, newsletters, marketing and special offers we are running. You may withdraw the consent at any time – just let us know by convenient method.

We have 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 you can ask us to delete your records if you wish. Otherwise we will retain your records indefinitely in order that we can provide you with best possible care should you need to see us at some future date.

Your records are stored

*on paper, in locked filing cabinets, the offices are always locked and alarmed out of working hours.

*Electronically (in the cloud) using a specialist medical records service. This provider has given us their assurances that they are fully compliant with the General Date Protection Regulations. Access to this data is password protected and the passwords are changed regularly.

*On our office computers. These are password protected, backed up regularly and the offices are locked up and alarmed out of working hours.

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

*the medical records service who store and process our files

*our practitioner(s) in order that they can provide you with treatment

*Our reception staff, because they organise our practioners' diaries, and coordiante appointments and reminders

*We also use CRM (Customer Relationship Management) software to coordinate our messages so your name and details may be saved on their server.

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

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

Of course if you feel we are mishandling your personal data in some way, you have the right to complain.

Complaints need to be sent to what is referred to as the Data Controller. Here are the details you need to for that.

Dr Stuart Kelly DC/Dr Nicola Kelly DC

86 Clanbrassil St, Dundalk Co Louth Ph: 0429328699

Unit 1 Broadmeadow Hall Applewood Village, Swords Co Dublin Ph: 0857244706

If you are not satisfied with our response then you have the right to raise the matter with the Data Protection Officer

Consent

I the undersigned acknowlegde that I have read the above Data Protection Policy and hereby give consent to the maintenance of my/the patients records for the purposes outlined within the said policy.

Patient Name.....

Date:

Patient/Guardian Signature.....

Date:

(Guardian consent required if patient aged under 16)