

DATA PROTECTION POLICY/GDPR

This legislation affects every business that handles personal data for clients, customers or staff. Personal data has been defined by the act as 'any information relating to an identifiable person who can be directly or indirectly identified'.

Data we collect from you

WHAT INFORMATION IS HELD

The following personal information may be held:

- Name, title and date of birth.
- Contact information including email address, telephone numbers and home address.
- Emergency contact or next of kin details.
- Medical history and other health related information provided on the consultation form and discussed during the first and subsequent treatments.
- Treatment detail and assessment notes which will be recorded after each treatment.
- Follow up information which may be discussed with you by phone, email or text after your treatment.
- Records of appointment times.

This clinic retains client's information for the purpose of providing safe and effective treatments. Additionally the information is used to refer to at subsequent treatments in order to assess levels of improvement. The information may be shared with another Massage Therapist or with another health practitioner should you be referred to one of these by us. This will only be done with your consent. Your information will not be shared with anyone else (other than required for legal process) without explaining the reason why this is necessary and obtaining your explicit consent.

The contact information you provide may be used by us to contact you in relation to appointment times or dialogue regarding your treatment plan.

HOW IS DATA STORED

Upon completion of the patient consultation form, data protection and consent form, all paper files, digital images/videos and information may be electronically scanned and stored on computer file for as long as the patient remains a patient of the clinic, and thereafter for a period of 7 years. Alternatively paper records are retained for the same period. All information provided will be treated as confidential and will not be given to any other person(s)/organisation(s) without the consent of the patient concerned unless required to do so by the governing body or insurer in the case of a complaint or investigation. Information is accessible only by staff of the clinic who is treating you or directly involved in the data entry and processing of patient records.

NOTES:

If an individual does not agree to the above procedure of keeping records of information about an individual and treatment records then it may not be possible to provide the therapy.

Additionally, massage therapists have to keep records of treatment for a specific period of time as described above which may mean that even if you ask for information to be erased, they might be bound to keep these details until the period has elapsed.

I _____ *undersigned (or authorized Guardian)** acknowledge that I have read the Data Protection Policy (above) and do hereby give consent for records to be maintained for the purposes outlined within the policy by ticking the box below. Thank you.

GDPR consent to use/handle data ☐ Patient signature..... Date.....