Jane Faulkes Bsc (Chiro) MMCA PgDip Nut Ther 07761 001814
McTimoney Chiropractic and Nutritional therapy/Nutritionist jane@janefaulkes.co.uk

Highworth Holistic Health, 26 Newburgh Place, Highworth, SN6 7AW

GDPR Statement

This statement sets out the How, Why and What about the data that I hold about you.

As part of the patient care process, I have to collect personal and sensitive data about my patients and clients. Without this data, I am not able to do my job – examples of the data that I need to collect are

- Your name, address and contact details – this is knows as **personal data**, and can be used to identify you.
- Data about your health is known as **special categories of personal data.**

I need to collect these data in order to be able to do my job and provide you with as good a patient experience as possible. I am in fact required to collect and evaluate this data as part of my statutory duties under the Chiropractors act 1994, and by the General Chiropractic Council. When working as a nutritional therapist/nutritionist, I am registered with the British Association for Nutritional Therapists (BANT) and the CNHC and abide by their Data control protocols.

I work mainly on paper, which is held securely, however there are some data – e.g. letters, that I may keep electronically. Any data are held securely in order to protect your privacy.

The data that I hold for you includes

- Your name, date of birth, contact details, and the details of anyone else concerned with your care.
- Diary appointments
- Details about the care you have received from me, and any other treatment you have received and discussed with me.
- Results of imaging, or other testing that you have had through me, or received via other routes then discussed with me.

I am required to maintain patient records for a minimum of 8 years following your last treatment, or in the case of children, 8 years after their 16th birthday whichever falls first. My usual practice is to keep records indefinitely as it provides a history of the care you have received from me. Retaining data is necessary when required for contractual, legal or regulatory purposes, irrespective of the form in which it is kept.

If you would prefer that I destroyed your case file after the statutory 8 years, please let me know in writing, and I will of course do that.

I am regulated by the Data Protection act 1998, and the General Data Protection Regulation of 2016.

I am also regulated by the General Chiropractic Council Code, and the CNHC rules.

Your data will not be shared with anyone at all without your express permission. Examples of the people with whom I may request to share your data are:

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- Your GP
- Another Chiropractor who may be acting as a locum in my clinic during my absence.
- If you are seeing me as a Nutritional Therapy client, I may use your data in order to facilitate any testing which might be relevant to you.

In the following circumstances, I am obliged to provide the relevant authorities you're your details:

- Covid 19 Track and Trace, if I am found to be Covid 19 positive, and have treated you in the 7 days prior to my testing positive.
- In a life or death situation, where the law requires me to disclose your details.

My websites and email are hosted in the UK.

I am your data controller, and I am registered with the Information Commissioners Office, my registration number is: Z8933788.

Your rights to your data.

You have many rights over your data. Collectively they are known as your **Individual Rights.** They are as follows:

- The right to be informed about the personal data being processed
- The right of access to your personal data
- The right to object to the processing of your personal data
- The right to restrict the processing of your personal data
- The right of rectification of your personal data
- The right to erasure of your personal data
- The right to portability of your personal data.

Should you feel the need to exercise any of these rights, you are of course at liberty to do so. The law states that you can have these rights processed with no charge, however if you make requests repeatedly or unreasonably or excessively, I am entitled to charge an administration fee.

In some situations where you ask to invoke your individual rights, I may not be able to wholly comply – e.g. in the situation where I have to retain your diary entry for taxation purposes, or for other statutory or regulatory purposes.

If you would like to invoke any of your individual rights, please write to me, including your name, address, address at the time when I was treating you if different, and date of birth, so that I can correctly identify your records.

If you have any concerns about how I manage or process your data, please let me know. If you feel after talking with me that your concerns have not been adequately resolved, you have the right to contact the Information Commissioner's Office, either via it's website which is www.ico.org.uk, or by telephoning on 0303 123 1113

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