

# GENTLE TOUCH HEALING & ACUPUNCTURE

## Privacy Notice

GDPR May 25<sup>th</sup> 2018

- The table below shows the nature of personal data you may process (column 1), the types of personal data (personal data or special category) (column 2), the likely purposes (column 3), the most likely lawful basis and where applicable the condition for processing special category personal data (column 4).

<b>Nature of personal data</b>	<b>Type of personal data</b>	<b>Purposes for processing (collecting/having/using etc.)</b>	<b>Most likely lawful basis and Article 9 condition (if special category personal data)</b>
1. Patients/prospective patients' contact details - name, address, telephone number, email address	Personal data	a) necessary to make or rearrange appointments	a) Legitimate interests
2. Permanent attendance register which records all patients attending your clinic	Personal data	a) Necessary to keep a record of when the patient was treated in the event of a criminal prosecution, civil action, insurance claim or complaint  b) Necessary as a record for tax purposes	a) Legitimate interests  b) Necessary for compliance with a legal obligation to which the controller (you) is subject
3. Patient's date of birth	Personal data	a) Necessary to help identify patients with the same name to avoid mistakes being made as to safe and appropriate treatment  b) Necessary if referring patient	a) Legitimate interests  b) Legitimate interests  c) Legitimate interests

		<p>to another health practitioner</p> <p>c) Necessary if writing to registered medical practitioner so that they correctly identify patient</p>	
4. Presenting complaint and symptoms reported by the patient	Special category	Necessary for full traditional diagnosis, treatment strategy and treatment planning	<p>Legitimate interests <b>and</b></p> <p>processing is necessary for the purposes preventative medicine, medical diagnosis, the provision of health treatment pursuant to contract with a health professional <b>and</b></p> <p>the data is processed by the professional subject to the obligation of professional secrecy under EU or UK law</p>
5. Relevant medical and family history	Special category	Necessary for full traditional diagnosis, treatment strategy and treatment planning	<p>Legitimate interests <b>and</b></p> <p>processing is necessary for the purposes preventative medicine, medical diagnosis, the provision of health treatment pursuant to contract with a health professional <b>and</b></p> <p>the data is processed by the professional subject to the obligation of professional secrecy under EU or UK law</p>
6. GP's name and address	Personal data	Necessary in the event that you need to contact a patient's GP including in an emergency	Legitimate interests

7. Your clinical findings	Special category	Necessary for full traditional diagnosis, treatment strategy and treatment planning	<p>Legitimate interests <b>and</b></p> <p>processing is necessary for the purposes preventative medicine, medical diagnosis, the provision of health treatment pursuant to contract with a health professional <b>and</b></p> <p>the data is processed by the professional subject to the obligation of professional secrecy under EU or UK law</p>
8. Any treatment given and details of progress of the case, including reviews of treatment planning	Special category	<p>a) Necessary when reviewing diagnosis, treatment strategy and planning.</p> <p>b) Necessary in the event of criminal proceedings, a civil claim, an insurance claim or complaint.</p>	<p>a) Legitimate interests <b>and</b></p> <p>processing is necessary for the purposes preventative medicine, medical diagnosis, the provision of health treatment pursuant to contract with a health professional <b>and</b></p> <p>the data is processed by the professional subject to the obligation of professional secrecy under EU or UK law.</p> <p>b) Legitimate interests <b>and</b></p> <p>processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.</p>
9. Any information and advice that you give, especially when referring the patient to any other health professional	Special category	Necessary in the event of criminal proceedings, a civil claim, an insurance claim or complaint.	<p>Legitimate interests <b>and</b></p> <p>processing is necessary for the establishment, exercise or defence of legal claims or whenever</p>

			courts are acting in their judicial capacity.
10. Any decisions made in conjunction with the patient	Special category	Necessary in the event of criminal proceedings, a civil claim, an insurance claim or complaint.	Legitimate interests <b>and</b>  processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.
11. Accident records for patients, practitioner and staff (if any)	Special category	Necessary to comply with UK accident reporting legislation (RIDDOR)	Necessary for compliance with a legal obligation to which the controller (you) is subject  <b>and</b>  processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller (you) or of the data subject (the patient/employee/injured person) in the field of employment and social security and social protection law in so far as it is authorised by EU or UK law.
12. Adverse incident reports if they identify the patient rather than being completed anonymously	Special category if they contain details of the patient's health, sex life, sexual orientation, racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership	Necessary for helping the BACC to develop its safe practice guidelines, as well as providing research data and information for the BACC's insurers and other interested parties.	Probably:  Legitimate interests  <b>and</b>  processing is necessary for reasons of ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of EU or UK law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject (the patient), in

			particular professional secrecy
13. Records of the patient's consent to treatment	Special category	Necessary to prove that the patient (and/or parent/guardian/next of kin) has given informed consent to treatment in the event of a civil claim, criminal proceedings, insurance claim or complaint.	Legitimate interests  <b>and</b>  processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.
14. Emails/mobile phone/online enquiries received from patients, prospective patients and third parties	Usually personal data  May contain special category data if email contains details of the individual's health, sex life, sexual orientation, racial or ethnic origin	This depends what data you collect from patients and prospective patients and why.  Use of emails and text messages to collect patients and prospective patients' contact details and sensitive information related to treatment	a) Legitimate interests  <b>and</b>  processing is necessary for the purposes preventative medicine, medical diagnosis, the provision of health treatment pursuant to contract with a health professional <b>and</b>  the data is processed by the professional subject to the obligation of professional secrecy under EU or UK law.

- Please note that Gentle Touch Healing and Acupuncture does not store any patient records or personal information on a computer system. All records and personal information is documented on paper notes in a locked cabinet.
- Please note that all paper notes will be held for 7 years then disseminated in accordance with the British Acupuncture Council (BAC) guidelines.
- Any personal information for communication purposes which Gentle Touch Healing and Acupuncture has been given consent to hold (contact number and email addresses) that is stored on a mobile phone has a security code in place.
- Please note that Gentle Touch Healing and Acupuncture does not forward any personal data onto any other person(s)/companies without your consent to do so.