

Sarah Watkins Privacy Policy / Data Protection Notice

In accordance with GDPR (General Data Protection Regulation) as effective from 25th May 2018

All personal details that you share with me will remain confidential.

It is necessary for me to collect and process certain data for the purposes of keeping an accurate register of my patients, and in order to make a diagnosis, decide on any necessary referral, and plan and record treatments. I am required to collect certain details by law, and by my professional body, the British Acupuncture Council (BAcC).

This data includes:

- Name, address, telephone number, date of birth
- Medications
- Medical history and current health, and information pertaining to this (for example ongoing or one-off stressors)

This data is stored by me in paper (hard copy) files only, never electronically. The files are stored in a locked filing cabinet. If transported, every step is taken to ensure safe arrival of files at the new secure location.

Your telephone number and email address will be stored in my mobile phone contacts, also accessible from my laptop, but it is not stored with your full name.

I will delete any email conversations once I have responded as necessary.

I may text you to amend an appointment, please let me know if you would prefer a telephone call instead.

Texts sent and received will be deleted from my phone once dealt with.

I will not pass on any of your personal or medical details to any third party unless requested by law, in which case, you will be informed.

Should you request treatment from a different practitioner who may require information from your notes, I will inform you of the details requested and seek your consent.

I will always retain a copy of the original notes until seven years following cessation of treatment, as required by my professional body, the BAcC. At this time your records will be destroyed, by me, by shredding or burning. Should I be unable to safely store or destroy records (for example due to illness or death), I have made provision for a trusted colleague to store and destroy my records as appropriate.

I will endeavour to keep your details accurate and up to date, by following any changes to address and telephone number, health conditions and medications.

At any time, you may request changes be made to your personal details (name, address, telephone number).

You have a right to view a copy of your notes within one month of a written request being received by myself.

I will take all steps to ensure safe storage of your data. Should any of your data (your 'patient notes') be lost, you will be informed immediately. The Information Commissioners Office will also be informed within 72 hours as required by law.

Sarah Watkins
May 2018