**PRIVACY POLICY AND DATA PROTECTION INFORMATION**



**Who we are:**

The Foot Retreat is a Private Podiatry Clinic

**Why we collect your data:**

We ask for your personal details to keep accurate and up to date medical records and meet mandatory requirements. There is a legal requirement to keep medical notes for a minimum of 7 years. Your details will be destroyed after this period. The information that is provided by yourselves to the podiatrists is required to assist in providing a more accurate clinical diagnosis and therefore inform a management plan for your foot or lower limb condition. Before any treatment is undertaken you will be asked to sign a consent declaration to ensure you fully understand the treatment plan and are happy to continue. It is mandatory for consent to be obtained for treatment. If you do not give consent, we will not be able to carry out any treatment.

There may be occasions when we may want to share information with your GP. If you do not wish for us to contact your GP, please indicate this on the patient registration form.

We also collect data to assist in the administration of our business to provide you with an efficient service. We would like to use your contact details to assist with the administration of your appointments / changes to scheduled appointments and/ or reminders. To further enhance our service to you we would like to be able to update you by email or SMS reminder.

We take privacy very seriously and will take all reasonable steps to ensure protection of your data. Please note that your right to be forgotten cannot override the legal requirement to keep medical notes for the mandatory period.

**How we will use your data**

Any personal data you provide will be used purely to aid in your treatment plan. Information will only be shared with third parties with your consent and when extremely necessary, for example your GP. Any data is stored in electronic medical records and is password protected. This is done so in accordance with the College of Podiatrists. Your signed consent is saved in a locked cabinet and is attached digitally to your electronic record.

**How patients can access their information**

The Data Protection Act 1998 gives every living person the right to apply for access to his or her medical records. Any request must be made in writing to the clinic.