

Dear Patient,

We at the Thorne Road Chiropractic Clinic take your privacy very seriously, therefore we urge you to read this policy very carefully because it contains important information about us, how we collect and store your personal information, what we do with your information, and who we may need to share your information with.

We are known only as the Thorne Road Chiropractic Clinic Ltd, established in 1996. We reside only at 45 Thorne Road, Doncaster, DN1-2EX, South Yorkshire, where your data is also held. You can contact the clinic directly on 01302 739063

**Information we collect:**

For the purpose of being contactable by us, we collect your basic personal information including;

Your full name

Your Date of Birth

Your Address

Your telephone number(s)

Your GP Name & Address

For the purpose of honouring your request for care at our clinic, we collect relevant clinical information on you which you or a guardian volunteer to us at the time of your first examination, and on subsequent visits.

**How we store and use this information:**

We store your personal information on our secure password protected IT system, your personal information is also noted on your clinical notes (paper format)

We store your clinical notes ONLY on our clinic forms (paper format), which, when not in use, are stored in our approved, secure and lockable filing cabinets. Only authorised staff have access to your file. The keys for our filing cabinets are stored in our password protected safe when the clinic is not operational.

We use your information purely for the purpose of honouring your request for care at our clinic, we do not share your information to any third party data collector, be it marketing or other!

We do not transfer any of your personal or clinical data via the internet.

If you have private medical cover, we may from time to time be requested to share information with them, but we will only do so with your prior written consent.

**Your rights:**

You have full rights to receive a copy, and at no charge, of your full clinical file held by us. We will process this request within 1 month of your written request.

You have full rights to have the clinical data we hold on you rectified, restricted or deleted. We would do this within 7 days of receiving your specific written request. Please note all financial matters must be resolved before we can honour your request for deletion!

We store your clinical and personal data for a period of 7 years after the last recorded entry.

We are fully compliant with the GDPR rules, If you have any further questions as to how we collect, store or handle your personal and clinical data, please contact Peter Oxenvad at [oxenvad1@me.com](mailto:oxenvad1@me.com). For any formal complaints regarding your data protection please contact the ICO ([www.ico.org.uk](http://www.ico.org.uk))

Yours sincerely

Thorne Road Chiropractic Clinic Ltd