

Privacy notice

The Sacred Tree, 8 Wades Hill, Winchmore Hill, N21 1BG.

0208 001 4804 info@thesacredtree.co.uk

**Purpose of privacy notice**

The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the GDPR). This legislation will replace current data privacy law, giving more rights to you as an individual and more obligations to organisations holding your personal data.

One of the rights is a right to be informed, which means I have to provide you with information about the way in which I use, share and store your personal information.

This new privacy notice comes into effect on 25 May 2018.

**Who am I?**

Yiota Panayiotis is the data controller. This means I decide how your personal data is processed and for what purposes.

**Whose information does this privacy notice apply to?**

This privacy notice applies to information I collect from:

· patients

· prospective patients

· former patients

**What is personal data?**

Personal data relates to a living individual who can be identified from that data. Examples of personal data I may hold about you include your name, birth date, contact and appointment details.

Special category data is a sub-category of personal data which includes racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation. The special category of data I may hold about you applies to your patient notes that I keep while you are undergoing treatment.

**How do I process your personal data?**

I comply with my obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. I use your personal data for the purposes set out below.

**Sections 1 – 13 apply to my patients, prospective patients, former patients and visitors to the clinic.**

1. I use your name, address, telephone number and email address to make and rearrange appointments. I also use these details to correspond with you regarding your health matters and medical conditions. I am unable to send or receive encrypted emails so you should be aware that any emails I send or receive may not be protected in transit. I will also monitor any emails sent to me, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send me is within the bounds of the law.

2. Only if I have your explicit consent, will I use your name, address, telephone number and email address to send you marketing materials. I am unable to send or receive encrypted emails so you should be aware that any emails I send or receive may not be protected in transit. I will also monitor any emails sent to me, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send me is within the bounds of the law.

3. I keep a hard copy attendance register which records appointments for patients attending my clinic. This is used to know when you will be/were treated, for tax purposes and to secure potential evidence in the event of a criminal prosecution, civil litigation, insurance claim or complaint to my regulatory body, the British Acupuncture Council.

4. I keep a record of your date of birth to help identify you from other patients with the same name. This avoids mistakes being made and so ensures safe and appropriate treatment, for identification purposes if referring a patient to another health practitioner (upon consent), and for identification purposes if writing to a registered medical practitioner so that they correctly identify the patient. Keeping a date of birth is also in keeping with good record keeping requirements of my regulatory body, the British Acupuncture Council. I also use your date of birth to make appropriate health risk assessments with regards your treatment.

5. I keep details of your presenting health complaint and symptoms reported by you for the purposes of making a full traditional diagnosis, formulating treatment strategy and treatment planning.

6. I use any relevant medical and family history you have told me for making a full traditional diagnosis, formulating treatment strategy and treatment planning.

7. I may record your GPs name and address in the event that I need to contact your GP.

8. I keep a record of my clinical findings about your health and wellbeing for making a full traditional diagnosis, and formulating treatment strategy and treatment planning.

9. I keep a record (and refer to that record) of any treatment given and details of progress of your case, including reviews of treatment planning to enable me to: review the full traditional diagnosis, treatment strategy and planning; and to secure evidence in the event of criminal proceedings, civil litigation, an insurance claim or complaint.

10. I record any advice that I have given and any referrals made to other health professionals. This help you to receive the most appropriate treatment and to secure evidence in the event of criminal proceedings, civil litigation, an insurance claim or complaint.

11. I keep accident records for any patients, visitors or staff who are involved in accidents at my clinic in accordance with UK Health and Safety legislation including the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to comply with the law and to secure evidence in the event of criminal proceedings, civil litigation, an insurance claim or complaint.

12. In the event of an adverse incident occurring to any of my patients I report the matter to the British Acupuncture Council and my insurance company to enable the insurance company to deal with any potential claims and to help the British Acupuncture Council to develop its safe practice guidelines, as well as providing research data and information for the BAcCs insurers and other interested parties.

13. Where relevant, I maintain records of the patient’s consent to treatment, or the consent of their next-of-kin in order to be able to prove that the patient (and/or parent/guardian/next of kin) has given informed consent to treatment to secure evidence in the event of a civil claim, criminal prosecution, insurance claim or complaint.

**Sharing your personal data**

Your personal data will be treated as strictly confidential, and will be shared:

· with named third parties only with your explicit consent, e.g., when referring to another health practitioner.

· with the relevant authority such as the police or a court, if necessary for compliance with a legal obligation to which I am subject, e.g. a court order.

· with your doctor or the police if necessary to protect you, or another person’s life.

· with the police or a local authority for the purpose of safeguarding a child or vulnerable adult.

· with my regulatory body, the British Acupuncture Council, and/or my insurance company, and/or my solicitor in the event of a complaint or insurance claim being brought against me.

For further details about the situations when information about you might be shared please see the Information Commissioner’s Website at [https://ico.org.uk/for-the-public/personal-information/sharing-my-info/](https://ico.org.uk/for-the-public/personal-information/sharing-my-info/%20)

**How long do I keep your personal data?**

I keep your personal data for no longer than reasonably necessary.

I keep patient treatment records for a period of 7 years, in accordance with the British Acupuncture Code of Professional Conduct.

I destroy any records kept in hard copy by shredding all such data when it is no longer required. I destroy any records kept electronically by permanently deleting such data when it is no longer required.

If I am no longer able to treat you I will pass any data to your new practitioner, should you wish me to do so. You will have to give me written permission before I can do this.

When I die, I will authorise my executor to transfer any data concerning you to your new practitioner, should you request this to be done. If you do not give written permission for this within three months of my death, my executor will securely destroy my records concerning you.

**Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have certain rights with respect to your personal data as set out below.

· The right to request a copy of your personal data which I hold about you.

· The right to request that I correct any personal data if it is found to be inaccurate or out of date.

· The right to request your personal data is erased where it is no longer necessary for me to retain such data.

· The right to withdraw your consent to the processing at any time. This right does not apply where I am processing information using a lawful purpose other than consent.

· The right to request that I provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability).

· The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.

· The right to object to the processing of personal data, where applicable.

· The right to be informed if your data is lost. I shall also inform the Information Commissioner’s Office in accordance within the time limits in the GDPR.

· The right to lodge a complaint with the Information Commissioner’s Office.

For further details about these rights please see the Information Commissioner’s Website at [https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/](https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/%20)

**Further processing**

If I wish to use your personal data for a new purpose, not covered by this Privacy Notice, then I will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, I will seek your prior consent to the new processing.

**Contact Details**

Yiota Panayiotis

The Sacred Tree, 8 Wades Hill, Winchmore Hill, N21 1BG.

info@thesacredtree.co.uk

020 8001 4804

You can contact the Information Commissioners Office on 0303 123 1113 or via email [https://ico.org.uk/global/contact-us/email/](https://ico.org.uk/global/contact-us/email/%20) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.