

## **YOUR PERSONAL INFORMATION - GENERAL DATA PROTECTION REGULATION (GDPR)**

GDPR is bringing in new legal protection for personal information from May 2018. This form sets out the personal information that I hold and why, and what your rights are.

Once you have read this form, please complete and sign the consent at the bottom and return it to me.

*Name (also data controller):* Penelope Morrison; Trading as Penelope Morrison Complementary Therapies  
*E mail:* info@penelopemorrison.co.uk  
*Telephone:* 07971 245750  
*Address:* 9 Surman Crescent, Hutton, Brentwood, Essex. CM13 2PP

### **The purpose of processing client data**

I hold and use client data in order to provide you with the best possible treatment options, support and advice.

### **Lawful basis for holding and using client information**

The lawful basis under which I hold and use for information is my legitimate interest - i.e. my requirement to retain the information in order to provide you with the best possible treatment options and advice. As I hold special category data (i.e. health related information), the Additional Condition under which I hold and use this information is as follows:

- for me to fulfil my role as a health care practitioner bound under the AoR , FHT and CNHC (the professional bodies to which I am a member of) Confidentiality as defined in their Codes of Practice and Ethics.

### **What information I hold and what I do with it**

In order to give professional complementary treatments, I will need to ask for and keep information about your health. I will only use this for informing complementary therapy treatments and any advice that I give as a result of your treatment.

The information to be held is:

- Your contact details;
- Medical history;
- Other health-related information; and
- Treatment details and related notes

I will NOT share your information with anyone else without explaining why it is necessary, and getting your explicit consent. I will keep your information for 8 years following your last treatment in line with the lawful basis listed above.

### **Protecting your personal data**

I am committed to ensuring that your personal data is secure. In order to prevent unauthorised access or disclosure, I have put in place appropriate technical, physical and managerial procedures to safeguard and secure the information that I collect from you.

I will contact you using the contact preferences you have given me.

## Your rights

GDPR gives you the following rights:

- The right to be informed: *To know how your information will be held and used (this notice).*
- The right of access: *To see your therapist's records of your personal information, so you know what is held about you and can verify it.*
- The right to rectification: *To tell your therapist to make changes to your personal information if it is incorrect or incomplete.*
- The right to erasure (also called "the right to be forgotten"): *For you to request your therapist to erase any information they hold about you*
- The right to restrict processing of personal data: *You have the right to request limits on how your therapist uses your personal information*
- The right to data portability: *under certain circumstances you can request a copy of personal information held electronically so you can reuse it in other systems.*
- The right to object: *To be able to tell your therapist you don't want them to use certain parts of your information, or only to use it for certain purposes.*
- Rights in relation to automated decision-making and profiling.
- The right to lodge a complaint with the Information Commissioner's Office (ICO): *To be able to complain to the ICO if you feel your details are not correct, if they are not being used in a way that you have given permission for, or if they are being stored when they do not have to be.*

Full details of your rights can be found at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>. If you wish to exercise any of these rights, please email me at [info@penelopemorrison.co.uk](mailto:info@penelopemorrison.co.uk)

If you are dissatisfied with the response you can complain to the Information Commissioner's Office; their contact details are at: [www.ico.org.uk](http://www.ico.org.uk)

## Therapist's rights

Please note:

- if you do not agree to Penelope Morrison Complementary Therapies keeping records of information about you and your treatments, or if you do not allow the use of the information in the way needed for treatments, I may not be able to treat you;
- As your complementary therapist, I am required to keep your records of treatment for 8 years as described above, which may mean that even if you ask me to erase any details about you, I may have to keep these details until after that period has passed;
- I can move my records between computers and IT systems, as long as your details are protected from being seen by others without your permission.

## Penelope Morrison Complementary Therapies – Privacy & Consent Notice

### DECLARATION

I consent to you holding and using my information as outlined above, and understand that I may withdraw that consent at any time by email to [info@penelopemorrison.co.uk](mailto:info@penelopemorrison.co.uk), or in writing to Penelope Morrison Complementary Therapies, 9 Surman Crescent, Hutton, Brentwood. CM13 2PP

Name:	
Date:	
Signature:	
Note:	<i>For children under 16 a parent or guardian signature is required.</i>

### Contact preferences:-

Please tick the method you prefer to be contacted (for appointment bookings & confirmations, news etc)  
*If you prefer not to be contacted by Penelope Morrison Complementary Therapies please leave blank.*

	<i>Tick</i>	<i>Please provide details of phone number and/or E mail address</i>
Phone:		
E mail:		