

ALTHOUGH I DO NOT KEEP ANY NOTES ON FILE OR INFORMATION ABOUT A PATIENT WITHOUT THEIR PERMISSION I AM REQUIRED TO PROVIDE. YOU WITH THE FOLLOWING INFORMATION. I NEVER USE ANY CLINICAL MATERIAL IN MY WRITTEN WORKS WITHOUT EXTENSIVE DISCUSSION WITH THE PERSON WHO ALWAYS HAS THE OPPORTUNITY BOTH REFUSE OR TO EDIT THE EXCERPT TO THEIR OWN SATISFACTION. IF PATIENTS CHOOSE TO COMMUNICATE WITH ME VOLUNTARILY AND UNSOLICITED BY EMAILS OUT OF THEIR OWN NEED I KEEP THE EMAILS AND REPLIES IN MY E-FILES UNLESS THEY REQUEST THEM IN WRITING TO BE DELETED.

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## **PRIVACY NOTICE**

### **Privacy Notice for clients of INTHECONSULTINGROOM**

Under the General Data Protection Regulations (GDPR) we need to let you know how we handle your data. Our privacy notice is provided below, if you have any questions about this notice then please do contact me.

#### **Summary**

We handle your information on occasion to make referrals to other consultants which may include referral letters, reports and any other information you share for this purpose. Having completed the referral, The practice does not retain any of this detailed personal information and it is securely destroyed. Please note that I will keep your name, contact details and consent to this privacy notice on file for administration purposes.

In terms of the other provisions under GDPR I would like to assure you that Intheconsultingroom safeguards any information you provide (in accordance with robust document security practices) and you have the right to access, correct or request the deletion of the information held. The legal justifications for processing your information rely upon the principles of consent and legitimate interest.

#### **Personal information that may be collected about you**

General information

- Name
- Telephone number
- Email address

Information that might be relevant to the referral (held temporarily and securely deleted after the referral to a GP, or other medical consultant).

#### **Sharing your personal information**

We will share your personal information only with a previously agreed Consultant in the process of making the referral to them. We do not share your information with anyone else, unless you ask us to do so.

**Storing your personal information.** Following the referral The practice securely destroys electronic data (apart from general contact details) and does not retain any hard copy data

Your general contact information will be stored by the practice for up to six years from your last contact with us and is then securely deleted.

#### **Your rights under the GDPR legislation are:**

- To be informed of what information we hold (as set out in this privacy notice)
- To see the information we hold about you
- To rectify any inaccurate or incomplete personal information
- To withdraw consent to us having your personal data
- To request your personal information to be permanently erased

- To have access to data portability
- To decide on any automated decision-making or profiling that uses your data
- To object

If you would like to know more about the information that we hold; to see a copy of that information; to rectify or amend that information; to withdraw consent; to request that your personal information is deleted; or to transfer your personal information to another professional please let me know.

If you wish to object to the way that I use your personal information and are not satisfied with our response you have the right to complain to the Information Commissioners Office (ICO) without prejudice:

<http://www.ico.org.uk>

The practice does not provide information to, any service that carries out profiling or automated decision-making.

#### **Lawful Basis:**

These rights do not mean that in every case they can be observed and there may be occasions where they may be overridden by a legitimate need to process your information.

Accordingly, the legislation requires us to let you know the 'lawful basis for processing' your data. These are legal terms that have specific definitions that can be found on the Information Commissioners Office website <http://www.ico.org.uk>.

The following represents the lawful bases for using your information in our work together:

- Consent
- Legitimate interest

In addition, the following categories (again, a legal term) apply to our processing your 'special category data':

- Explicit consent

If you have any questions at all about how the GDPR works in practice during your relationship with the practice then please do not hesitate to ask.

We review this Privacy Notice regularly, it was last reviewed on 9th February 2021 (v1.0).

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