

# THE PHYSIO CABIN

## DATA PROTECTION NOTICE

In order to comply with the General Data Protection Regulations (GDPR), we have a legal obligation to retain certain information and to tell you about what that information is.

We have to inform you that:

- Your name and contact details are retained on our cloud-based diary system (Writeupp)
- Paper records of the consultation are kept in locked filing cabinets in a locked room and are destroyed by shredding after 8 years (except children which are retained until their 25<sup>th</sup> Birthday). This is transitioning to a cloud-based notes system on WriteUpp (December 2020)
- We will only communicate with others regarding your treatment with your consent, this may include GPs, consultants and insurance companies
- Invoices are generated on Quickbooks cloud-based accounting system
- You have the right to see what information we hold about you
- Personal data shall be collected for specified, explicit and legitimate purposes and not sold or distributed to third parties
- Personal data shall be adequate, relevant and limited to what is necessary for us to make clinical assessments and treatments
- Every reasonable step shall be taken to ensure that personal data is kept accurate and will not be kept for any longer than is necessary

Buckingham Physio First Ltd is the Data Controller (The Physio Cabin is the trading name of Buckingham Physio First Ltd) and Angela Jones is acting on its behalf to determine the purpose and means by which the data is processed.