

Bilsby Chiropractic Ltd, Privacy Policy Notice in accordance with General Data Protection Regulation (GDPR), effective 25 May18

This privacy policy notice sets out how Dr Sonia Bilsby, McTimoney Chiropractor, uses and protects your personal data.

In order to provide chiropractic services, I am required to process the following categories of data:

- Personal data such as your name, address, date of birth, gender, contact details and details of lifestyle
- Special categories of personal data such as health

I am sometimes required to process receipts, invoices or reports.

My lawful basis for processing your personal data is to meet contractual obligations.

Your personal data, including medical history, will be collected and stored on hard copy/paper and will be updated upon each appointment. This is to ensure any treatment can be both safe and appropriate. If you object to the collection, sharing and use of your personal data I may be unable to provide you with my services.

I am committed to ensuring that your personal information is secure and will take all appropriate technical and organisational steps to protect the confidentiality, integrity, availability and authenticity of your data. Your personal records are kept at either the practice at The Court House Clinic, The Old Court House, North Trade Road, Battle, East Sussex, TN33 0EX, or Corner House Offices, High Street, Cranbrook, Kent TN17 3HE, depending on which clinic you attend, they are not removed at all from that clinic, and kept under conditions of strict confidentiality.

Invoices and/or receipts may be sent by email, hand or post.

If your personal information is shared, for example with your doctor, your specific permission will be obtained first.

You may request details of personal information which is held about you. If you would like a copy, please let me know by writing to or emailing me.

If you believe that any information being held is incorrect or incomplete, please let me know as soon as possible by writing to or emailing me, and I will promptly correct any information found to be incorrect.

Information held on individuals 16 years of age or older is required to be retained for 8 years, for those 15 years and younger until the age of 25 years unless last seen at the age of 17 years in which case it will be retained until the age of 26 years, after which it will be destroyed securely.

If you are dissatisfied with any aspect of the way in which I process your personal data please let me know. You also have the right to complain to the UK's data protection supervisory authority, the Information Commissioner's Office (ICO). The ICO may be contacted via its website which is <https://ico.org.uk/concerns/>, by [live chat](#) or by calling their helpline on 0303 123 1113.

If you have any questions regarding this privacy policy notice or the use of your data please contact: Sonia Bilsby at soniabilby@hotmail.com or 07789 684001