

ROUND HOUSE PODIATRY
PRIVACY POLICY

Round House Podiatry – Anna Cooke and Associates, The Round House,
1 Shelley Lane, Kirkburton, Huddersfield, HD8 0SJ.

1. This policy applies to Round House Podiatry – Anna Cooke and Associates. This policy covers the collection, processing and use of personal data under the statutory General Data Protection Regulations (GDPR).
2. For the purposes of the GDPR, we are the data controller, and any enquiry regarding the collection or processing of your data should be addressed to Round House Podiatry at the above address.

Information we collect:-

3. We will collect and store personal data that is directly provided to us by you, the service user. This will include your name and contact details, medical history, medications and social history if related to your treatment.
4. Personal data will be collected at your initial appointment, along with your consent to hold and process data in accordance with the GDPR. These details make up your Medical Notes, and will be kept up-to-date at any subsequent appointments.
5. The information that we collect and store related to you is primarily used to enable us to provide our services to you. If you do not consent to your personal data being held and processed by us, then we cannot provide treatment for you. It is a legal requirement that we keep contemporaneous medical records for everyone we treat.



Disclosure of your information :-

6. We will only disclose your personal data to a third party, i.e. GP or other health professional, with your informed consent, and only if it is necessary as part of your treatment plan. We will never share your data with anyone outside of the healthcare setting.

Where your data is stored:-

7. All our client data is stored on our secure, electronic, cloud-based system, PracticePal. It is only accessible to Round House Podiatry staff.
8. It is a legal requirement that this data is stored for a number of years. This will vary in different cases, but will be for a minimum of 8 years after the last treatment.

Your rights:-

9. The GDPR gives you the right to access information held about you by us. Please write to us at the above address to request a copy. There is no charge for requesting your details. We will provide this information within 1 month if your request.
10. You have the right to change permissions you have given us in relation to how we use your data.

Changes to this policy:-

11. We may update this policy to reflect changes within our practice. Please review this policy regularly to be informed of how we are protecting your personal data.

