



*Trinitas Osteopathic Clinic*

## Data Protection

On May 25<sup>th</sup> 2018 all UK based companies are required to comply with the new data protection laws known as the General Data Protection Regulation - GDPR.

At Trinitas Osteopathic Clinic I am a sole practitioner and therefore I am nominated as the data protection officer and it is my responsibility to ensure that I take part in continuing professional development and training on data protection. I will be collecting your data verbally and storing the information on a desktop iMac computer, which is password protected and all patient files are encrypted and password protected.

The data collected is YOUR data and you may wish to ask for this data to be erased or forgotten, although within the medical profession we are legally required to retain medical notes for the duration of 8 years or if you are a minor until you are 25 years of age, after which they can be destroyed.

GDPR's processing of data principles:

- The processing is lawful, fair and transparent
- Transparent about what the data is used for
- The data is collected for a specific purpose
- The data is necessary for its purpose
- The data must be accurate and kept up to date
- The data is not kept for longer than necessary
- The data is kept safe and secure

Trinitas Osteopathic Clinic's data principles:

- A detailed medical case history will be taken including aspects of past medical history and mental health; this will aid the practitioner to understand your condition and is necessary to determine whether osteopathic treatment is applicable.
- If the practitioner deems that osteopathic treatment is not applicable, they will explain why and verbal and written consent will be sort from you as the patient for specialist referrals via a letter sent by secure email.
- The data will be used to document your consultations and treatments; this will aid the practitioner in further treatment planning.
- Please help your practitioner to conform to the GDPR by ensuring they are kept up date to any changes in your data such as name, address, contact details.
- Your data will be kept for 8 years or if you are a minor until you are 25 years of age in line with the general osteopathic council protocol and UK law. Although you have the right to view and/or request a copy at any time and with no administration fee.
- You have the right to ask for your data to be erased and forgotten at any time and with no administration fee.
- You data will undoubtedly be kept safe and secure at the clinic address, which will be saved in an encrypted and password protected file, known only to the practitioner

I have read and understood this data protection form, and I give explicit consent for Trinitas Osteopathic Clinic to create and maintain medical records and understand this may include details concerning the physical and mental health, medications, examination and treatment and information related to other health conditions. I understand that these records will be processed in accordance with Trinitas Osteopathic Clinic's GDPR 2108 privacy notice, a copy of which I have seen.

Signed:

Date:

