## **Privacy Notice**

The Foot and Gait Clinic 31 Bridge Street TA1 1TQ 01823 256440

## Purpose:

We ask for your name and contact details so we can contact you regarding your appointments. We collect health information to complete our assessment, diagnosis and treatment. We are interested in providing the highest quality healthcare and to do this we need to keep records about you, your health and your care. Only professionals involved in your care will have access to your information. This typically means your podiatrist, dietitian or sports therapists. This form will also give us consent to take images or to film your feet in action to make diagnoses. It will give us consent to liaise with your doctor or other health professionals. It will give us consent give relevant health details to the company that makes orthotics (so that they can manufacture your orthotics), if we need to.

If you are an adult we are legally obliged to keep your health records for no less than 8 years. If the patient is a child, we are legally obliged to keep health records for no less than 25 years.

The provision of personal data is part of a statutory requirement. If personal data is not fully disclosed, we may not be able to complete our medical assessment.

## Your Rights:

You have rights in what is done with your personal information. You have the right to withdraw consent and the right to lodge a complaint with a supervisory authority. You have the right to access your personal data and to change it. Personal data can be rectified if it is inaccurate or incomplete within one month.

You have a right to have personal data erased if you no longer want us to have it and there is no reason for us to have it.

We will check that this policy is up to date regularly, therefore please reread this regularly.

By being treated here you have agreed to have read, fully understood and agree to the content.