**Privacy**

When you supply your personal details to this clinic they are stored and processed for 4 reasons.

We ask personal health information about your health in order to provide you with the best possible treatment. Your requesting treatment and our agreement to provide that care constitutes a **contract**.

We have a **Legitimate Interest** in collecting that information because without it we could not do our job effectively and safely. We may also need to contact you in order to confirm or change your appointment or update you on matters related to your medical care. This is therefore in *your* legitimate interest.

With your **consent**, we could send you requested information, advice or a newsletter. This consent can be refused or withdrawn at any time.

We have a **Legal Obligation** to retain your records for 8 years after your most recent appointment (or age 25, if this is longer), but after this period you can ask us to delete/destroy your records if you wish.

Your records will be stored on paper, in a locked filing cabinet and in locked offices out of working hours. We will never share your data without your written consent. You have the right to see what personal data of yours we have, and you can also ask us to correct any factual errors. You can be confident we treat your personal data responsibly and that we do everything we can to make sure that the only people who can access that data are your practitioners.

If you feel that we are mishandling your personal data in some way, you have the right to complain.

Complaints need to be sent to the ‘Data Controller’

Diane Kane

07312 919840

46, Chester Road

Wrexham LL11 2SD

Because we only use paper records we do not have to register with the Information Commissioner’s Office.

Diane Kane Osteopath Tel: 07312 919840