

## Data Privacy Notice

During the course of your treatment Storm Physiotherapy clinic necessarily needs to hold some of your personal information. For example, we need to hold your contact details for appointment purposes and we also need to store your clinical notes on the premises as a basic requirement of our clinical professional standards. Assessment notes will likely contain confidential personal information such as your medical history and details of previous and current treatment episodes.

We would like to make it clear that Storm Physiotherapy will never pass any of your contact details to a third party and under no circumstances pass on any of your clinical records unless you have given your expressed written consent in cases where medical reports are required as part of your treatment. If you have been referred to Storm Physiotherapy by a medical practitioner, then a discharge letter is often sent on completion of treatment. You have every right to see these letters or any other records pertaining to your treatment. Storm Physiotherapy will always be happy to assist you in any request in this regard with no detriment to your ongoing treatment at Storm Physiotherapy. We can also confirm that your data will not be used for any automated profiling purposes.

You also have the right to have your personal data deleted on request and to withdraw treatment consent. However, we are required to retain notes pertaining to treatment episodes and any withdrawal of treatment consent would result in termination of your treatment episode.

Clinical notes no longer in use are securely archived after two years and securely destroyed on-site by a specialist company after eight years. We are however required to retain records for a longer period when the patient is a child.

All our clinical records are stored securely on the premises and are unavailable to anyone except authorised clinicians. Personal contact details are used solely for appointment purposes and are stored securely on a computerised diary system.

If you have any concerns regarding how Storm Physiotherapy handles your data you are entitled to complain directly to the Information Commissioners Office (ICO).

If you have any queries regarding how we store your data or any other issues regarding data protection at Storm Physiotherapy, then please ask to speak to the Valerie Storm, the registered data controller and clinical director.

Thank You.