



## Personal Information Consent Form

The processing of personal data is governed by the General Data Protection Regulation 2016/679 (GDPR). This Privacy notice explains the rights you have in relation to way we use, share and store your personal information, as well as the legal basis on which we are using it and your access to it. For our full Privacy Policy, please see our website: [www.classical-acupuncture.co.uk](http://www.classical-acupuncture.co.uk)

### The Data Controller

The Data Controller is a person who determines how your personal data is processed and for what purposes. Lee Moden is a Data Controller of your data and is registered with the Information Commissioners Office (ICO) - Certificate Reference No: **ZA424653**.

### Personal data

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with other information in the data controller's possession or likely to come into such possession. Examples of personal data we may hold about you include your contact and appointment details. In also hold information about you including of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation. Examples of special category data we may hold about you include your patient notes.

### Why we collect personal information

In order to provide treatment to you, we need to collect and keep personal information about your health in order to make a traditional Chinese medicine diagnosis, formulate treatment strategies and provide you with the most appropriate and safe treatment. In other words, we have a "legitimate interest" in collecting that information. We also think that it is important that we can contact you in order to confirm or change your appointments with us or to update you on matters related to your medical care. This again constitutes "legitimate interest". *You can, of course, refuse to provide the information or request that we cannot record any information about you. However, if this were the case we would not be able to provide you with treatment.*

### How do we process your personal data?

We are committed to ensuring that your personal data is secure and we comply with our obligations under the GDPR by keeping personal data up to date; storing and destroying it securely; not collecting or retaining excessive amounts of data; protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that procedures are in place to protect and safeguard personal data we collect from you.

We cannot send or receive encrypted emails so please be aware that any emails sent or received may not be protected in transit. We do our best to monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send us is within the bounds of the law.

### We use your personal data for the purposes set out below.

1. We use your name, address, telephone number and email address to make and rearrange appointments. We store this information on paper and electronically.
2. Any pre- 1st appointment questionnaires returned to us, online enquiry forms or emails containing medical conditions and medication are stored on paper and electronically.
3. We keep a permanent attendance register for all appointments for patients attending our clinic to for tax purposes and to secure potential evidence in the event of a criminal prosecution, civil litigation, insurance claim or complaint to my regulatory body, the British Acupuncture Council. We store this information on paper and electronically.
4. We may use your date of birth to help identify patients with the same name to avoid mistakes being made as to safe and appropriate treatment, for identification purposes if referring a patient to another health

practitioner, and for identification purposes if writing to a registered medical practitioner so that they correctly identify the patient.

5. We use your presenting complaint and symptoms reported by you, any relevant medical and family history you have told us about and our clinical findings about your health and wellbeing for making a full traditional diagnosis, formulating treatment strategy and treatment planning. We store this information on paper and electronically.
6. We use your GP's name and address in the event that we need to contact your GP including in an emergency and because it is a mandatory requirement in the British Acupuncture Code of Professional Conduct. We store this information on paper and electronically.
7. We record and use any information of treatment given, details of case progress, reviews of treatment planning and advice given, especially when referring patients to any other health professional, to enable us to provide the most appropriate treatment, review the full traditional diagnosis, treatment strategy and planning and to secure evidence in the event of criminal proceedings, civil litigation, insurance claims or complaints. We store this information on paper and electronically.
8. We record any decisions made in conjunction with you to help you to receive the most appropriate treatment and to secure evidence in the event of criminal proceedings, civil litigation, an insurance claim or complaint. We store this information on paper and electronically.
9. We keep accident records for any patients involved in accidents at our clinic in accordance with UK Health and Safety legislation including the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to comply with the law and secure evidence in the event of criminal proceedings, civil litigation, an insurance claim or complaint. We store this information on paper and electronically.
10. In the event of an adverse incident occurring to any of our patients we report the matter to the British Acupuncture Council and our insurance company to process potential claims and help the British Acupuncture Council to develop its safe practice guidelines, as well as providing research data and information for the BAcC's insurers and other interested parties.
11. Where relevant we maintain records of the patient's consent to treatment, or the consent of their next-of-kin in order to be able to prove that the patient (and/or parent/guardian/next of kin) has given informed consent to treatment to secure evidence in the event of a civil claim, criminal prosecution, insurance claim or complaint. We store this information on paper or electronically.

### **Sharing your personal data**

Your personal data will be treated as strictly confidential, and may be shared with named third parties with your explicit consent, with reception staff at the clinic, as they need to contact you to arrange/confirm appointments and issue reminders (they do not have access to your medical history or sensitive personal information). It may also be shared with the relevant authority such as the police or a court, if necessary for compliance with a legal obligation to which we are subject e.g. a court order, with your doctor or the police if necessary to protect yours or another person's life, with the police or a local authority for the purpose of safeguarding a children or vulnerable adults, or with my regulatory body, the British Acupuncture Council, or my insurance company or solicitor in the event of a complaint or insurance claim being brought against me;

### **Retention**

We keep patient records for a minimum of 7 years after your most recent appointment in accordance with the British Acupuncture Code of Professional Conduct.

### **Further processing**

If we wish to use your personal data for a new purpose not covered by this Privacy Policy, then we will seek your prior consent to the new processing of this data.

*For further information about data retention, handling of data in the event of complaints and your rights, please see our full Privacy Policy on our website: [www.classical-acupuncture.co.uk](http://www.classical-acupuncture.co.uk) under the Patient Information menu.*

I, the undersigned, (or authorised guardian in the case of a patient under the age of 16) acknowledge that I have read the above Policy and hereby give consent to the practitioner to maintain records for the purposes outlined within this Policy.

Patient Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_