

DATA PRIVACY NOTICE

King's Lynn Chiropractic Clinic

1. Your personal data – what is it?

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 any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The King's Lynn Chiropractic Clinic is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The King's Lynn Chiropractic Clinic complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide appropriate healthcare to you
- To store and to collate our records
- To manage finances, specifically to monitor money owed to us
- To inform you of news and events here at the Clinic and also more widely

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject.
- Processing is necessary for carrying out our obligations under our statutory regulator;
- Processing is carried out according to the following principles: -
 - the processing relates only to patients or former patients; and
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will not be shared with anyone else.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out by the General Chiropractic Council.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the data which the King's Lynn Chiropractic Clinic holds about you;
- The right to request that the King's Lynn Chiropractic Clinic corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the King's Lynn Chiropractic Clinic to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability)
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the King's Lynn Chiropractic Clinic at lynchiropractic@ajnorman.plus.com or on 01553 772512.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.