

# Privacy Notice

The information that you provide for JJ Physio Ltd is subject to the General Data Protection Regulations, GDPR. This private policy applies to all data collected by our clinical services.

Under Article 9(2)h JJ Physio Ltd requires explicit consent to obtain this information.

JJ Physio Ltd is responsible for all personal information held both electronically and on paper.

## **Types of information we collect**

We may collect information from you which can be used to identify you (personal information) such as your name, address, date of birth, email and telephone number. We may also hold GP and consultant details of treatment provided which may include sensitive personal information such as medical information.

Information will be collected when:

- JJ Physio receives a referral from your company or via an occupational health company.
- From reports given to JJ physio by your clinician.
- We may require further information from your referrer

This information is held when relevant to your care under JJ Physio Ltd. This information will only be kept as long as necessary to comply with UK law and Professional Bodies.

All disposal is carried out securely and records will be destroyed so that they are not retrievable

We may use your personal details to provide treatment at clinics or to arrange for a workplace assessment with a consultant. Prior to any initial assessment, the clinician will explain the process and will obtain informed consent from you.

We do not sell your information to third parties and only share your personal informations with 3<sup>rd</sup> parties such as employer, occupational health company when required and with your consent and knowledge.

The confidentiality of your personal information is of the utmost importance to us and we comply with the Data Protection laws and the confidentiality guidelines issued by professional bodies such as Chartered Society of Physiotherapy, CSP and Health and Care Professionals Council , HCPC.

## **Your Rights to Access your Information**

You have the right to access the personal data we hold on you free of charge and we will provide the information within one calendar month of request.

In accordance with your right to manage your personal information that you provide to us, you may update, change or correct any of your information.

In accordance with and as permitted by applicable law and regulation, we will retain your and use your information as required by applicable regulation and information policies to comply with GDPR

### **Security of held Information.**

Security of your information is of utmost importance to us. We have put into place procedural and electronic processes intended to safeguard and secure your information. All staff have a legal duty to respect the confidential information we hold and access to this information is restricted to those who have a reasonable need to access it.

We provide reasonable and appropriate security measures in connection with securing personal information we collect. For example:

- Constantly work to update our security practices to implement best methods to protect your personal information and review our security procedures periodically
- Securely transmit your personal information
- Train our staff and require them to safeguard your data

### **Our Contact Information**

If you have questions or comments regarding this Privacy Statement, please contact the Data Protection Officer in writing at: JJ Physio, 3 Penn Kernow, Launceston PL15 9TN or [admin@jjphysio.co.uk](mailto:admin@jjphysio.co.uk)

From time to time we may change or update our privacy statements. We reserve the right to make changes or updates at any time and our up to date policy will be on our website: [www.jjphysio.co.uk](http://www.jjphysio.co.uk)

### **Data Breaches**

We will report any unlawful breach of data as required by the GDPR within 72 hours of the breach occurring, if it is considered that there is an actual, or possibility, that data within our control including the control of our data processors, has been compromised. If the breach is classified as 'high risk' we will notify all data subjects concerned using an appropriate means of communication. We will report any relevant breaches of date to the Information Commissioner's Office (ICO).

### **Further information**

Guidelines for for the processing and handling of data is available from the Information Commissioner's Office, the UK supervisory authority on data protection, see [ico.org.uk](http://ico.org.uk).