

Broadwater Osteopathic Practice - Privacy Notice- 2018

How we use your information

The personal contact details provided will be used only by the receptionists and/or therapists at the practice to contact you regarding aspects of your care plan, reminder calls for your appointments and for marketing and information purposes relating solely to the practice (sent via Mailchimp).

Medical information provided will be used by therapists to decide on all aspects of your patient care and will be treated in strict confidence.

Opt in

With the introduction of the General Data Protection Regulations (GDPR) in May 2018, you are required to '**OPT IN**' to receive an appointment reminder call/text and to receive information by email.

To **opt in** to receive a reminder call/text, please tick here _____

To **opt in** to receive emails for marketing & information purposes, please tick here _____

Please note that even if you opt-out from contact by the practice, there may be occasions where we still have to contact you, for example in the event of sickness or in an emergency.

Sharing information

There may be times when it is necessary for us to share information with a third party. This sharing of information may be for medical reasons, to gain further information to help guide your care or to request more investigations in relationship to your care, such as xrays, scans or blood tests.

Information may also be shared as a result of an insurance claim you are making or as a result of a medical insurance claim to recover the cost of fees.

If your therapist feels they require further medical assistance with regards to your care, they will discuss this with you and request your consent to share information. If sharing of information is a result of a medical claim, for example as a result of a road traffic accident, it is commonplace that your insurer will have obtained your consent in writing for this disclosure.

Keeping Information

We keep your records for a period of up to 8 years from the date of your last appointment, or up to age 25 in the case of younger clients.

Consent

By signing this form, you consent to the retention and usage of your information as indicated above - you may change this consent at any time.

Patient's full name _____

Patient's signature _____ Date _____

Contact us - If you require any further information or wish to change your consent, please write to us at Broadwater Osteopathic Practice, 2 Sompting Road, Worthing, West Sussex, BN14 9EP.