

Privacy Notice

[Lingfield Chiropody & Podiatry](#) is compliant with the new GDPR (General Data Protection Regulation) which came into force on May 25th 2018 and with the Data Protection Act 2018 whose main provisions commenced on the same date.

Scope

This document refers to personal data, which is defined as information concerning any living person (a natural person who hereafter will be called the 'Data Subject') that is not already in the public domain.

The General Data Protection Regulation (GDPR), which is EU wide, and the Data Protection Act 2018 seek to protect and enhance the rights of EU data subjects. These rights cover the safeguarding of personal data, protection against the unlawful processing of personal data, the unrestricted movement of personal data within the EU and the storage of this data within the EEA.

1. Your Practice

[Lingfield Chiropody & Podiatry](#), is pleased to provide the following information:

2. Who we are

[Lingfield Chiropody & Podiatry](#) provides podiatry services to patients. The practice may also provide other treatments, about which our staff will be pleased to provide more details.

3. Personal Data

- (a) For the purposes of providing treatment, [Lingfield Chiropody & Podiatry](#) may require detailed medical information. We will only collect what is relevant and necessary for your treatment. When you visit our practice, we will make notes which may include details concerning your medication, treatment and other issues affecting your health. This data is always held securely and is not shared with anyone not involved in your treatment. To be able to process your personal data it is a condition of any treatment that you give your explicit consent to allow [Lingfield Chiropody & Podiatry](#) to document and process your personal medical data. Contact details provided by you such as telephone numbers, email addresses and postal addresses may be used to remind you of future appointments and to provide reports or other information concerning your treatment.
- (b) For marketing purposes, [Lingfield Chiropody & Podiatry](#) may also use the contact details provided by you to respond to your enquiries, including making telephone contact and emailing information to you which the practice believes may be of interest to you.
- (c) In making initial contact with the practice you consent to [Lingfield Chiropody & Podiatry](#) maintaining a marketing dialogue with you until you either opt out (which you can do at any time) or we decide to desist in promoting our services. [Lingfield Chiropody & Podiatry](#) does not broker your data and you can ask to be removed from our database by emailing or phoning the practice using the contact details provided at the end of this Privacy Notice.
- (d) [Lingfield Chiropody & Podiatry](#) website uses cookies, which is a string of information that a website stores on a visitor's computer, and that the visitor's browser provides to the website each time the visitor returns. [Lingfield Chiropody & Podiatry](#) website visitors who do not wish to have cookies placed on their computers should set their browsers to refuse cookies before using the website.

(e) [Lingfield Chiropody & Podiatry](#) will only collect the information needed so that we can provide you with the services you require, the business does not sell or broker your data.

4. Legal basis for processing any personal data

To meet our contractual obligations obtained from explicit Patient Consent and Legitimate Interest to respond to enquiries concerning the services provided.

5. Legitimate interests pursued by Podiatrists and Chiropodists

To promote treatments for patients with all types of health problems indicated for podiatry/chiropody care.

6. Consent

Through agreeing to this Privacy Notice you are consenting to [Lingfield Chiropody & Podiatry](#) processing your personal data for the purposes outlined. You can withdraw consent at any time by using the postal, email address or telephone number provided at the end of this Privacy Notice.

7. Disclosure

[Lingfield Chiropody & Podiatry](#) will keep your personal information safe and secure, only staff engaged in providing your treatment will have access to your patient records. [Lingfield Chiropody & Podiatry](#) will not disclose your Personal Information unless compelled to, in order to meet legal obligations, regulations or valid governmental requests.

8. Retention Policy

[Lingfield Chiropody & Podiatry](#) will process personal data during the duration of any treatment and will continue to store only the personal data needed for eight years after the contract has expired to meet any legal obligations. After eight years all personal data will be deleted, unless basic information needs to be retained by us to meet our future obligations to you, such as erasure details. Records concerning minors who have received treatment will be retained until the child has reached the age of 25.

9. Data storage

All Data is held in the United Kingdom. [Lingfield Chiropody & Podiatry](#) does not store personal data outside the EEA.

10. Your rights as a data subject

At any point whilst [Lingfield Chiropody & Podiatry](#) are in possession of, or processing your personal data, all data subjects have the following rights:

- **Right of access** – you have the right to request a copy of the information that we hold about you.
- **Right of rectification** – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- **Right to be forgotten** – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- **Right to restriction of processing** – where certain conditions apply you have a right to restrict the processing.
- **Right of portability** – you have the right to have the data we hold about you transferred to another organisation.
- **Right to object** – you have the right to object to certain types of processing such as direct marketing.

- **Right to object to automated processing, including profiling** – you also have the right not to be subject to the legal effects of automated processing or profiling.

In the event that [Lingfield Chiropody & Podiatry](#) refuses your request under rights of access, we will provide you with a reason as to why, which you have the right to legally challenge. At your request [Lingfield Chiropody & Podiatry](#) can confirm what information it holds about you and how it is processed.

11. You can request the following information:

- Identity and the contact details of the person or organisation ([Lingfield Chiropody & Podiatry](#)) that has determined how and why to process your data.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of [Lingfield Chiropody & Podiatry](#) and information about these interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- How long the data will be stored.
- Details of your rights to correct, erasure, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority (ICO).
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

12. To access what personal data is held, identification will be required

[Lingfield Chiropody & Podiatry](#) will accept the following forms of identification (ID) when information on your personal data is requested: a copy of your driving licence, passport, birth certificate and a utility bill not older than three months. A minimum of one piece of photographic ID listed above and a supporting document is required. If [Lingfield Chiropody & Podiatry](#) is dissatisfied with the quality, further information may be sought before personal data can be released. All requests should be made to info@lingfieldpodiatry.co.uk or writing to us at the addresses below.

13. Complaints

In the event that you wish to make a complaint about how your personal data is being processed by [Lingfield Chiropody & Podiatry](#) you have the right to complain to us. If you do not get a response within 30 days, you can complain to the ICO.

The details for each of these contacts are:

Jill Dyer BSc DPodM, 39 Godstone Road, Lingfield, Surrey RH7 6BT

Email: info@lingfieldpodiatry.co.uk

ICO

If you are not satisfied with our response or believe that we are not handling your personal data in accordance with the law you can complain to the Information Commissioner's Office: <https://ico.org.uk/>.