

## Privacy Notice

This privacy notice explains how we use any personal information we collect about you when you use our services.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing your information are: Your consent. You can remove your consent at any time. You can do this by contacting us.

### **Information we collect about you.**

The information that you supply, and we collect is name, date of birth, address, contact numbers, email address, occupation, general practitioner and address and health and medical information. Information about you can also be provided to us by your General Practitioner, a consultant or referral centre. We also collect information when you voluntarily complete customer surveys, provide feedback, or participate in events and/or competitions. Information is also collected when you use our website.

**Your data protection rights.** Under data protection law, you have rights including:

**Your right of access.** You have the right to ask us for copies of your personal information.

**Your right to rectification.** You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure.** You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing.** You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing.** You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability.** You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us if you wish to make a request.

### **How we use the information about you.**

We use the information about you to provide a service to you, manage your account and to contact you about other services, products, and news that we think may be of interest to you. With your permission we may pass your personal information to your General Practitioner or a consultant or a referral centre so that they may offer you their services. We will not share your information with anyone without your permission.

### **How we store your personal information**

Your information is securely stored. We keep your personal information that we use for treatment purposes for eight years. We will then dispose your information by deleting digital information and shredding hard copy information.

### **Marketing.**

We would like to send you information about our services, products and news which may be of interest to you. This is set out on our data consent form and on our website when you subscribe to our newsletter. If you have consented to receive marketing you may opt out at any time.

### **Website and Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of our website and to compile statistical reports on website activity. For further information visit [www.aboutcookies.org](http://www.aboutcookies.org). This privacy notice only applies to our website [www.breakspeare.co.uk](http://www.breakspeare.co.uk).

If you have any concerns about our use of your personal information, you can make a complaint to; Mr P Wray, Breakspeare Clinics, Shipton Road, Milton-under-Wychwood, Chipping Norton, Oxon, OX7 6JW.