**Privacy Notice For Wellness Centre Dumfries**

We take your privacy seriously and will only use your personal information to provide the services you have requested of the clinic.

***When you attend the clinic and supply personal data this is stored and processed for 4 reasons.***

1.We need to collect personal information about your health in order to provide you with the best possible treatment. Your requesting treatment and our agreement to provide that care constitutes a “***contract”*** .You can of course refuse to provide the information, but if you were to do that we would not be able to treat.

2.We have a” ***legitimate interest”*** in collecting that information because without it we cannot provide safe and effective treatment.

3.It is important that you as the client can be contacted in order to confirm or cancel appointments or for us to be able to update you on important matters related to your care . This again constitutes a” l***egitimate*** ***interest”*** But this time it is your legitimate interest.

4.Provided we have your ***consent***, we may occasionally send you general health information in the form of marketing materials. You may consent to withdraw from this consent at any time -just let us know by any convenient method.

***We have a legal obligation to retain your records for 8 years after your most recent appointment.***(or age 25, if this is longer)but after this period you can ask us to delete your records if you wish. Otherwise your records will be maintained for future use should you require to be seen at the clinic at some future date.

**Our records are stored**

-on paper in locked filing cabinets and our office is always locked out of working hours.

-electronically on computer which has up to date security software. Electronically on our appointment system which is run by “10 to 8” which is protected by a log on code and “10 to 8 “ are fully Data Compliant.

***We will never share your data with anyone without your written consent***. Only the following people will have direct access to your data are

-the therapist providing your treatment

-the centre reception staff will have access to your name, address, email address and phone number as they need to organise appointments and reminders, such staff will not have access to your medical history or sensitive personal information.

-if your herbal prescription is sent to you directly from a second party supplier, then your name and address will be passed to that supplier. Such a supplier will have to be GDPR compliant as well so your data will be safe.

***By signing this form you are confirming that you a consenting to Wellness Centre Dumfries holding and processing your personal data for the following purposes.***

I consent to Wellness Centre Dumfries contacting me by email to keep me informed of news, events, activities, and special offers. Please note that you can request that I stop sending you marketing materials at any time.

I also understand that my personal data will be used for legitimate reasons and as part of our contract as outlined above.

Where you do not grant consent we will not be able to use your personal data for marketing purposes (so for example we wont be able to let you know about special offers)

You can withdraw consent at any time by emailing contact@wellnessdumfries.org

Please note that all processing of your data for marketing purposes will cease once you have withdrawn consent but this will not affect any personal data that has already been processed prior to this point. As mentioned all other lawful processing of your personal data because a)it is in yours or my legitimate interests in connection with the provision of health care services to you or b)it is necessary in compliance with a legal obligation which our practice/clinic /centre is subject to -may continue. Please fill in your details on the Patient consultation form.

Please note If you are booking with an Associate Practitioner they are responsible for their own Data Compliance WCD takes no responsibility for how they handle your information.