KIM IRWIN *RSHOM*

(Registered Homeopath)

**PRIVACY POLICY**

In accordance with the General Data Protection Regulation (GDPR), this document is intended to outline how I deal with your (my patients) personal information that could be used to identify or is related to the identity of an individual.

In order to treat you I collect and store some of your personal information. I need to ask and record this information in order to fulfil my responsibility to you as your Practitioner.

I ask you for the following information:

* Name
* Date of birth
* Gender
* Occupation
* Address
* Phone number and email address
* Medical history

During the time you are undergoing treatment from me, I will add to the information that you have given me, this information is related to the conditions and the remedies that you receive.

**How do I collect this information?**

I collect the information from you directly. First through your completion of my ‘Patient Enquiry Form’ which asks you for your personal data as outlined above, the nature of your complaint and details of your medical history.

At this point I will also ask to complete a consent form that allows me to record, store and use your data for the purposes of your treatment, this ensures I am compliant with GDPR and that you are fully aware and agree to the processes I’ll be following.

**What do I do with this information?**

I use the information you provide to analyse your health and the complaints with which you have come to me for treatment. I use the information to prescribe a course of treatment and then to gauge your progress.

**Your personal information**

Your privacy is paramount to me and I DO NOT share your personal information with anybody.

**How long do I keep your information for?**

I need to use the information you supply to enable me to track progress through treatment. Often a patient has a period of absence where we do not consult but they then return. During this time I store your file securely. I will keep your data on file for seven years, after which, if you are no longer receiving treatment from me I will securely destroy all existing information both paper and digital.

**How your information can be updated or corrected**

To ensure that I have accurate and up-to-date information, you need to inform me of any changes you believe I should make to the personal information I hold. You can do this by contacting me by any of the methods previously described.

Under data protection legislation, you have the right to inspect the personal information I hold about you. You can make a request to do so by contacting me and I will endeavour to respond within 14 working days.

# How do I store your personal information?

My patient files are paper-based and are held securely at my home. I take steps to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification.

Your email address, if you have one, is held securely on the servers of my email providers, currently Plusnet and Google mail.

Changes to this policy

This policy may change from time to time. If I make any material changes, I will make you aware of them.

Contact

If you have any queries about this policy, need it in an alternative format, or have any complaints about my privacy practices, please contact me:

**Kim Irwin RSHom**

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Todmorden  
OL14 5BB**

**07854 289 758**

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Policy review date: Every 2 years, e.g. May 2020