

## **General Data Protection Regulation (GDPR)**

### ***How do we use your data?***

When you click submit on a contact form on this website, the data you have entered is sent to our email inbox for processing. Your data is sent over a secure page.

We do not share your data. We do not give or sell your data to anyone else. Your data is used to respond to your query.

### ***How do we store your data?***

Your data will be stored within our email system to the point that the enquiry is answered and the contact form email will then be deleted. Your data might be stored on our local machine or hard drive. Your data will not be stored in a cloud. We will only retain your data in order to respond to your current and any future contact, transaction or business. At any time you can request that your data is destroyed.

### ***Can your data be “forgotten?”***

You have the right to be *forgotten* and following your request your data will be eradicated from our systems completely. Please contact Nick Watson by email ([info@nickwatsonphysiotherapyandpilates.co.uk](mailto:info@nickwatsonphysiotherapyandpilates.co.uk)) or telephone (07932 574 945) to request the deletion of any data that you have supplied.

### ***Will you send unsolicited emails?***

I may email you from time to time in order to let you know about offers, events, promotions, classes or new products and services. I will determine if I think the email might be of interest personally. This will not be done by any 3<sup>rd</sup> party. You can unsubscribe from the email list by clicking “unsubscribe” at the bottom of the email. If having read this you do not wish to receive any emails you can be removed from my mailing list by contacting me on the details above.

### ***How is your data stored on our systems?***

Personal information that I may hold includes the website contact form data. This data is requested purely in order to help resolve our business together. This data is held only on a local drive and is accessed only by myself. It is backed up regularly to a portable hard drive with each back up overwriting the previous. It is not backed up to a cloud.

***How is the other sensitive data which you provide on the Pilates class consent form used or during a physiotherapy consultation used?***

The information you provided on the Pilates Consent Form you submitted are used by me to ensure that you have consented and provided all relevant medical information for your safe participation in a Physio Led Pilates classes. This information is safely stored on a local hard drive to demonstrate compliance with regulations set out by the Chartered Society of Physiotherapy. This information is not backed up to online cloud storage.

During a physiotherapy assessment and treatment, specific questions are asked surrounding the history of the current presenting complaint, the presenting complaint itself, previous medical history, current medications, social and employment history. This information is used to assist the appropriate and efficient management of your problem. Any physiotherapy assessment and subsequent treatment must be documented to maintain compliance with regulations set out by the Health and Care Professions Council and the Chartered Society of Physiotherapy. Clinical documentation is either scanned and stored on a local hard drive which is only accessible by myself or stored in a locked cabinet. It is not backed up to online cloud storage. All patient documentation is retained for 8 years from the date of the final contact (adults) or 8 years after 18<sup>th</sup> birthday for children. As this information is necessary to ensure high standards of public health, quality, safety and care the right to erasure of Physio Led Pilates consent forms or physiotherapy assessment/treatment documentation does not apply.