



Privacy Policy and GDPR (General data protection regulations)

The below privacy policy outlines what information we are collecting about you (the client) and what we do with it.

Data Controller: Rob Jamieson

Name of Data Protection Manager: Rob Jamieson

Address: Clinics are operated from the following addresses:

**HG3 Fitness
Unit 7A Follifoot Ridge Business Park
Harrogate
HG3 1DP**

And

**PB Sports Therapy
2 Bailey Court
Colburn Business Park
Catterick Garrison
DL9 4QL**

Telephone: 07894 434 445

Email: rjsportstherapy@gmail.com

As a professional Sports Massage Therapist, there is some information that I (the practitioner) need to collect about you (the client) in order to effectively treat your presented problem.

If you attend a consultation and agree to filling in the relevant paperwork, I hold the following information for a period of 6 years.

- Title
- Full Name
- Date of Birth
- Telephone
- Email
- Gender
- Occupation
- Address
- GP's name
- GP's Address
- Name of any other health care practitioner
- A general reason for the visit
- General health details
- Medical details such as blood pressure, medication, surgery and allergies
- Photographs (if they are needed and only if you agree to them being taken)
- Diagrams

The data I collect is necessary in order for me to offer and deliver a relevant and safe method of treatment.

Treatment and a consultation cannot take place if I do not have the above information

The data is necessary in order for me to be able to contact you regards your treatment when I have reason to do so.

The consent of a parent or legal guardian is needed for anyone under the age of 16.



How I use the information

To be able to diagnose your presented problem as accurately as possible.

To be able to contact your GP for further details or in case of an emergency.

To provide invoices.

To be able to recommend and deliver the most relevant rehabilitation plan in the safest means possible.

To keep your information and medical details for a period of 3 years.

I take your privacy very seriously and will only use your information for use relating to your medical problem you have presented with. I will never share your private information with third parties.

Marketing

From time to time I would like to contact you to keep you up to date with activities and offers and this will be done primarily by e-mail.

How are your documents kept safe?

All details you (the client) provide me (the practitioner) are kept in a lockable and secure cabinet, of which only I have the key.

Files are reviewed regularly and any unnecessary information is disposed of permanently.

All relevant files are disposed of securely after 6 years. Should you still be a regular patient then permission will be sought to keep the details that are relevant and discard those that are not.

You have the right to request to see or have copies of your documents at any time.

You have the right to complain to the ICO (www.ico.org.uk) at any time. I would appreciate the opportunity to deal with your concerns in the first instance.

You have the right to ask that your details are erased permanently.

You may withdraw your consent at any time.