

ANNE JACOBS & ASSOCIATES (LONGWOOD FOOT CLINIC) – PRIVACY NOTICE

163A Longwood Gardens, Clayhall, Essex IG5 0EG

USER PRIVACY AND DATA PROTECTION

This user privacy and data protection notice ensures Anne Jacobs & Associates:

- Complies with data protection law and follow good practice
- Protects the rights of the public visiting our website
- Is open about how it stores and processes individuals' data
- Protects itself from the risks of a data breach

DATA CONTROLLER

The clinic has nominated a Data Controller within this practice – Anne Jacobs.

DATA HELD & PROCESSES

Anne Jacobs & Associates holds personal information as follows:

- Appointment purposes, we will take your contact details.
- Clinical notes. The notes are securely stored on the clinic premises, this is a basic requirement of our clinical professional standards. The notes contain personal information, including your medical history and details of any previous and current treatments.
- All clinical records are only available to authorised clinicians and our receptionists.
- Clinical notes no longer in use are securely archived for 2 years and securely destroyed on-site by a specialist company after eight years.
- If the patient is a child, to the age of 16, we are required to keep records for a longer period, of 25 years.
- This clinic does not share any of your contact details to third parties.
- Unless consent is provided should a medical report be required as part of your treatment, this clinic will never share any of your clinical records.
- Your personal data is not used for any automated profiling purpose.

TERMINATION OF TREATMENT

We are required to keep notes related to treatments. Any withdrawal of treatment consent, would result in termination of your treatment. However, you also have the right to have your personal data deleted on request and to withdraw treatment consent.

PERSONAL INFORMATION THAT THIS WEBSITE COLLECTS AND WHY WE COLLECT IT

This website collects and uses information for the following reasons:

Site visitation tracking

Like most websites, this site uses Google Analytics (GA) to track user interaction. Although GA records data such as your geographical location, device, internet browser and operating system, none of this information personally identifies you to us. GA also records your computer's IP address which could be used to personally identify you but Google do not grant us access to this. We consider Google to be a third party data processor.

GA makes use of cookies, details of which can be found on Google's Developer Guides. FYI our website uses the analytics.js implementation of GA. Disabling cookies on your internet browser will stop GA from tracking any part of your visit to pages within this website.

OUR THIRD PARTY DATA PROCESSORS

Third parties have been carefully chosen and all of them comply with the legislation set out in Section 2. These third parties are based in the USA and are EU-U.S Privacy Shield compliant.

Google

Weebly

ABOUT THIS WEBSITE'S SERVER

This website is hosted by Weebly. Weebly is located in the US (both the company and their servers).

All traffic (transferral of files) between this website and your browser is encrypted and delivered over HTTPS.

DATA BREACHES

We will report any unlawful data breach of this website's database or the database(s) of any of our third party data processors to any and all relevant persons and authorities within 72 hours of the breach if it is apparent that personal data stored in an identifiable manner has been stolen.

RIGHT TO VIEW RECORDS

You have the right to see your clinical records and any correspondence pertaining to your treatments. You can do this by contacting the Data Controller. Anne Jacobs & Associates will assist in this process with no ill effect to your ongoing treatment.

CHANGES TO OUR PRIVACY NOTICE

This privacy notice may change from time to time inline with legislation. We will not explicitly inform our patients or website users of these changes. Instead, we recommend that you check this page occasionally for any notice changes.

If you have any concerns regarding how this clinic manages your personal data, you are entitled to complain directly to the Information Commissioner's Office.

If there are any queries regarding how we store your data or any other issues regarding data protection at this clinic, please speak with Anne Jacobs 0208 551 6729.