OPTIMUM MASSAGES
1 Sanditon Way, Worthing, West Sussex
BN14 9FD

PRIVACY NOTICE
(Why we collect your personal data and what we do with it)

When you supply your personal details to this clinic they are 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 provide treatment.

2. We have a "*legitimate interest*" in collection that information, because without it we couldn't do our job effectively and safely.

3. We also think that it is important that we can contact you in order to confirm your appointments with us or to update you on matters related to your medical care. This again constitutes "*Legitimate 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 articles, advice or newsletters. You may withdraw this consent at any time - just let us know by any convenient method.

What are your rights?

If at any point you believe the information we process on you is incorrect you request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Controller who will investigate the matter.

If you are not satisfied with our response or believe that we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).

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, we will retain your records indefinitely in order that we can provide you with the best possible care should you need to see us at some future date.

Your records are stored*

On paper, in locked filing cabinets, and the offices are always locked out of clinic working hours. The college building is secured by alarms and perimeter CCTV out of (college business) hours.

On our home office computers. These are password protected, backed up regularly.

We will never share your data with anyone who does not need access without your written consent. Only the following people/agencies will have routine access to your data:

- Your practitioner(s) in order that they can provide you with treatment.
- Other administrative staff, Kasia Robertson and Anna Parsons with your consent and for administrative purposes.

If you have any questions please do not hesitate to contact the Data Controller.

Your data controller is:

Anna Parsons
Optimum Massages
Oak Tree Clinic
Sanditon Way
Worthing
West Sussex. BN14 9FD

Full name:

Sign: Date: