

## Fair Processing Notice

### Privacy Notice

#### How we use your information:

This privacy notice explains why Newcastle Sports Injury Clinic (NSIC) collects information about you, and how that information may be used.

The health care professionals at NSIC who provide you with care maintain records about your health and any treatment that has been provided during each visit to the clinic.

Records may be electronic, on paper or a mixture of both, and we use a combination of working practices and technology to ensure that your information is kept confidential and secure. Records which NSIC may hold about you may include the following information;

- Details about you, such as address, telephone number, date of birth
- Any contact you have had with the clinic, such as appointments
- Notes and reports about your health
- Details about your treatment and care
- Relevant information from other health professionals

Records are retained in accordance with legislative timeframes. When these timeframes expire all personal data will be disposed of. Information held electronically will be deleted. Information held on paper will be disposed of by an approved Data Disposal Service.

#### How do we maintain the confidentiality of your records?

We are committed to protecting your privacy and will only use information collected lawfully in accordance with the Data Protection Act 1998 (which is overseen by the Information Commissioner's Office),

All information we hold is stored securely.

Every member of staff who works at NSIC has a legal obligation to keep information about you confidential.

We maintain our duty of confidentiality to you at all times. We will only ever use or pass on information about you if others involved in your care have a genuine need for it. We will not disclose your information to any third party without your permission unless there are exceptional circumstances (i.e. life or death situations), or where the law requires information to be passed on.

### Who are our partner organisations?

We may also have to share your information, subject to strict agreements on how it will be used, with the following organisations;

- Your insurance company
- Your GP
- Your employer

### Access to personal information

You have a right under the Data Protection Act 1998 to access/view what information the clinic holds about you, and to have it amended or removed should it be inaccurate. This is known as 'the right of subject access'.

If you would like to make a 'subject access request' please contact the clinic director in writing.

Should you have any concerns about how your information is managed by Newcastle Sports Injury Clinic, please contact the clinic director on 0191 2330500.