

Information management Kirkvoe Medical

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| Date Effective: | 1/3/24 |
| Review Date: | 1/4/27 |
| Version No: | 1 |
| Policy Owner / Author: | Dr Zoe Shepherd |

Privacy Policy

Our contact details

Name: Kirkvoe Medical Practice

Address: North Isles Chiropractic Clinic, Willowburn Road, Kirkwall

E-mail: contact@kirkvoemedical.co.uk

The type of personal information we collect

We collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Information with regards to your health including medical conditions, medications, previous procedures and test results

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- As part of the medical care we provide we will ask you about your medical history and current health

We also receive personal information indirectly, from the following sources in the following scenarios:

- Information from your employer about your role and previous sickness absence
- Information from your GP practice or other health providers about your medical history. They will require your written consent to provide this.

We use the information that you have given us in order to

- provide an occupational health medical assessment of your ability to carry out duties relating to your work and/or any medical standards that need to be met in order to carry out a role (Such as an ENG1 medical examination to work in the marine industry.
- Communicate with you
- Communicate with other medical professionals - such as asking a specialist for an opinion
- Improve our business practices - such as by asking you for feedback

We may share this information with your employer (only with your explicit consent) or any regulatory body who has asked us to undertake a medical examination of you such as the maritime and coastguard agency or the DVLA .

Under the UK General Data Protection Regulation (2018) (UK GDPR), the lawful bases we rely on for processing this information are:

Your consent. You are able to remove your consent at any time. You can do this by contacting contact@kirkvoemedical.co.uk

How we store your personal information

Your information is securely stored on an encrypted password protected server provided by powerdiary.com, a specialist medical clinic software provider. Written records will be stored in a locked cabinet within the practice building Your information will be kept securely at all times, and at the end of the retention period, your files and personal data will be permanently deleted or destroyed.

Your data protection rights

We adhere to the 7 principles of General Data Protection Regulation 2016/679 (“GDPR”). These are:

- Lawfulness, Fairness and Transparency
- Purpose Limitation
- Data Minimisation
- Accuracy
- Storage Limitation
- Integrity and Confidentiality (security)
- Accountability

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at contact@kirvoemical.co.uk if you wish to make a request.

How to complain about data issues

If you have any concerns about our use of your personal information, you can make a complaint to us at contact@Kirkvoemical.co.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>

Our registration reference with the information commissioner's office is ZB591594