**MLD Professional – Rebecca Culley**

**Privacy Policy**

**Company details**

MLD Professional

Registered address:

51 Palmerston Road

Earlsdon

Coventry

CV5 6FH

1. Collection of personal data

Data collected on consultation forms (as well as via other electronic forms e.g. texts and emails) which contains your personal details (e.g. name, address, email address, telephone number, health information and health care providers, limb measurements) will be used to document your treatments and progress. This is a requirement of both our regulatory bodies and insurers. This information will **not** be used for marketing purposes, disclosed to any third parties and it will not be shared with any other health care workers without your express written consent.

1. Treatment notes

Notes taken during consultations and at appointments are handwritten **onto your files which are** secured in a secure filing cabinet.

1. Sharing treatment progress information

Occasionally, it can be beneficial for your treatment plan to share information with other health care professionals. Please note, this is only done if express written information is given by you.

1. Storage of data

Electronic data such as emails, consultation forms or letters are stored using password protections. A hard copy of your file is kept in a secure filing cabinet at the registered office. It is a requirement that your data is stored for 7 years after your last treatment.

1. Right to withdraw

At any time you have a right to withdraw your consent to your details being used, but it is a requirement by my professional body that a copy of the files containing information on the treatments given must be kept for 7 years. You can make a request in writing, by email or verbally to have your details removed, forgotten or erased from electronic storage.

1. Privacy breaches

In the unlikely event that there has been a breach of your privacy then this will be reported to the Information Commissioners Office under GDPR (2018) regulations.