

**Privacy Notice (full copy available on request)**

**GDPR May 2018:** The General Data Protection Regulations (GDPR) mean at KK Physio & Pilates we are legally obliged to use all the information you provide to us in accordance with all applicable laws in the United Kingdom and we comply fully to that. We are committed to safeguarding your personal information by respecting and protecting your privacy. Personal information is anything that can identify you as an individual. This includes all the information provided to us in person and via phone, SMS, email, letters, social media and our website.

**Confidentiality:** As part of your treatment with us or attendance at our Pilates classes we are required by law to make a record of your care. This will be done in accordance with all data protection laws and clinical confidentiality guidelines published by The Chartered Society of Physiotherapy and The Health & Care Professions Council. This also helps ensure your physiotherapy/ Pilates is effective and you reach the goals you want to achieve.

**Lawful basis:** KK Physio & Pilates will only collect personal data for specified and legitimate purposes and it will be accurate and kept up to date where necessary. Every reasonable step will be taken to ensure that any inaccurate data is rectified or erased (where appropriate) or erased without delay. To ensure compliance with the GDPR law the legal basis for processing data is following legal obligations. The reasons for this are detailed above.

**Sharing Information:** We may receive personal data about you from other health care professionals, sports clubs, private medical insurance companies and medico-legal companies. This data will always be kept confidential and secure and will only be used for legitimate purposes. Sensitive personal information will only be disclosed to the afore mentioned third parties by KK Physio & Pilates with your consent. To ensure high standards of care, we undertake clinical audits of your notes internally and the notes are selected at random and only reviewed by your physiotherapist. We are also involved in an external physiotherapy audit, but no personal data is given for this, it is only your clinical history which is used. For the external audit you will be asked for your permission first.

**Security and Storage of Personal Data:** All the personal data we hold for you is protected and we ensure this by having the appropriate security and organisational measures in place. This prevents any unauthorised access or unlawful processing of your personal data and any data being lost, destroyed or damaged. We are required to store your records for a legally determined period. After this period has expired, your records will be securely and permanently destroyed.

**Your rights:** You have the right to change the permission you have given us in relation to how we use your data. You also have the right to request to have your data deleted or rectified if it is inaccurate or incomplete. As a data subject you can request a copy of all the personal data held for you. To exercise your rights please contact us via email at kkphysio14@gmail.com or in writing to KK Physio & Pilates The e-Centre, Cooperage Way Business Village, Alloa FK10 3LP

**Declaration**: I hereby declare that I have **read and understood** the reasons for my personal data being stored and shared and consent to this data processing as outlined above. I understand I can withdraw my consent at any time, but this may mean I am unable to continue with treatment/classes.

**Signature**: **Date:**