

Laserase South West Limited – **PRIVACY POLICY**

Introduction

Laserase South West Limited respects your right to privacy and we comply with our obligations under Data Protection legislation. Protecting the privacy and the confidentiality of patient personal information is important to us. This Privacy Policy sets out how we deal with any personal data you provide to us.

By visiting this web site, you are accepting the terms of this website Privacy Policy.

We are not responsible for the content or the privacy policies of other web sites, that may be linked to us.

Who we are?

The data controllers and data protection officers are the Clinical Co-ordinator and Business Co-ordinator who jointly control aspects of data.

What information do we collect?

We obtain most of our information about you directly from you. We will limit the information we collect to what we need for those purposes, and we will use it in that way.

We may collect the following information:

- name and job title
- contact information including email address
- demographic information such as postcode.
- other information relevant to the service we provide.
- Financial details, patients/employees.
- Previous treatments
- Relevant medical history.
- Treatment photographs

Employees' qualifications and contractual information, such as:

- right to work information;
- employee position and/or role;
- salary;
- employment start date;
- remuneration details (including national insurance and other financial details).
- Tax codes

May 2018

Review date April 2019

Laserase South West Limited – **PRIVACY POLICY**

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal patient record keeping
- We may use the information to improve our products and services.
- Process payments and salaries.
- Employment procedures

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

How long do we keep Data

Patient records are kept for a period of eight years.

Staff details are maintained in line with HMRC guidelines.

Controlling your personal information

We will not sell, distribute or lease your personal information to any third parties. The only disclosure would be as a result of a legal request where we would be obliged to comply.

We may use your personal information to send you promotional details about which we think you may find interesting if it is connected to the service we provide. You can opt out at any time from these mail outs.

You may request any or all of the details of personal information which we hold about you under the General Data Protection Regulations. If you would like a copy of the information held on you please contact us

If you feel that the data we have is incorrect please contact us as soon as possible. We will promptly correct any information found to be incorrect.

While we endeavour to provide the best service possible we are always happy to discuss any concerns you may have at any point.

May 2018

Review date April 2019