

Information Notice to Clients

Update to our Terms and Conditions 2018

April 2018

This information notice is in relation to The General Data Protection Regulation GDPR data protection compliancy, enabling Kids Physio Works Ltd to be fully compliant by May 2018.

This is an amendment to your current Kids Physio Works Ltd Terms and Conditions. In line with the GDPR we are requested to comply with the following Privacy Terms.

How and what information is collected about you

We may collect the following information by email, telephone call, by post, questionnaires / forms, or in-person:

- Name
- Date of Birth
- Address
- Tel/Mobile
- Email
- Family / Next of kin details
- Health and Lifestyle information
- Medical reports from other healthcare professionals

What we do with the information we gather and what it is used for

- Internal record keeping;
- Recording the initial assessment.
- Provision of ongoing physiotherapy services and intervention.

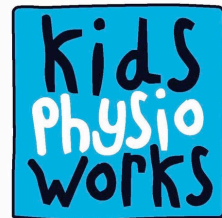
Security

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

Privacy Policy

Kids Physio Works Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when working with Kids Physio Works Ltd, you can be assured that it will only be used in accordance with this privacy statement. This policy is effective as from today.

Name and contact details of the Data Controller	Chris Smith - Director T: 01206 212849 E: info@kidsphysioworks.co.uk
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Controlling your personal information – who we share your details with

We will not distribute, sell or lease personal information to third parties unless we have your explicit permission or are required by law to do so.

How you can access your information

You may request details of personal information which we hold about you under the General Data Protection Regulation. If you would like a copy of the information held on you please write to Chris Smith at Kids Physio Works, Barn 2, Green Farm Barns, School Road, Copford, Essex, CO6 1BZ.

There is no longer a charge for this service.

How long we keep your information for

The Regulation does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

See this link: <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-5-retention/>.

Kids Physio Works Ltd will retain personal data for 7 years for adults and 7 years following their 18th birthday for children, unless upon review it is deemed necessary to retain it for a longer period.

How you can opt-out and request to be deleted from our files

If you do not wish us to make use of your Personal Information in this way, please email info@kidsphysioworks.co.uk. We will give you the opportunity to opt out of future marketing whenever we send you marketing material or you can opt out at any time by contacting us.

We will assume you accept this appendix document to your current Terms and Conditions unless we hear from you otherwise.

Chris Smith
Director

A handwritten signature in black ink, consisting of a large, stylized 'C' followed by several loops and a long horizontal stroke extending to the right.