



Data protection privacy notice for patients & clients

In providing your Osteopathic care, treatment and complementary therapy treatments, I will ask for information about you and your health. Occasionally, I may receive information from other providers who have been involved in providing your care. This privacy notice describes the type of personal information hold, why I hold it and what I do with it.

I Mun Mah-Wing am the Data Controller for MMW Osteopath, I am solely responsible for keeping secure the information about you, I can ensure you that the practice complies with the data protection requirements to ensure that I collect, use, store and dispose of your information responsibly.

Please Note: *Files are destroyed following a seven year period of Non appointments, under the age of 18 your files are kept until you succeed 21 years*

Information that I collect

- Personal details such as your name, date of birth, address and Telephone numbers, email address, national insurance number, Gp contact details
- Information about your general health, medical history including:
 - Consent and audit intake form
 - Clinical records of X-rays and reports, copies of any reports concerning your health
 - Notes on conversations with you about your care, details of complaints or concerns you have discussed with me
 - Treatment progress, plans & follow up appointment details
 - Correspondence with other health professionals or institutions

How I use your information

- To provide you with Osteopathic care and treatment that you need, I require up to date and accurate information about you
- Your name and number is saved on a mobile device in order to text appointment reminders and used by myself or my personal assistant only. The mobile device is password protected
- In some instances I may need to send information to you via email or discuss issues via telephone, I will obtain consent prior in doing so

Sharing Information

- With your permission only, Your Personal information is used to write to third parties such as Doctors or other Healthcare Practitioners.
A copy of such letter is kept with your health record; a copy can be obtained upon request
- There is no concern that your personal information will be shared or divulged to anyone outside MMW Osteopath and I will make every effort to secure your personal data by keeping records locked securely and electronic devices password protected.

If there are any concerns please contact me on

Tel: 0208 6654776 or 07949 509339 **Email:** mmw@mmwosteopath.co.uk

Mail: Ms M.Mah-Wing

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