

Wendy Martin Holistic Health



A gentle, whole-person approach to wellbeing

Homeopath and Reiki Practitioner
01799 739 138
info@wmholistichealth.co.uk
www.wmholistichealth.co.uk



General Data Protection Regulations (GDPR)

The lawful basis for the processing of personal data by Wendy Martin Holistic Health is **consent**. By agreeing to treatment the patient consents to my knowledge and recording of the data willingly provided.

On my Patient Information Sheet I make it clear that all information is kept confidential and patients must sign to give their consent for me to treat them. I do not collect data from or treat patients unless this form has been signed.

Data Controller and Data Processor

As a 'controller' Wendy Martin determines what data is recorded (and how), how it is used and how it is protected.

As a 'processor' Wendy Martin processes the data. The data is added to the patient's existing records.

Wendy Martin is the Data Protection Officer

Data Handling / Data Protection Policy

Wendy Martin Holistic Health (WMHH) holds the following data:

Contact details - name, address, date of birth, occupation, home and work telephone numbers, email address, GP name and address.

Case notes - as volunteered by the patient, which may include: medical records, family medical history, age, mental/physical health, sexual orientation, race, religion, politics, genetics, biometrics and other personal information of a sensitive nature.

The data is provided by the patients themselves (or their parents/guardians).

WMHH does not share any of this data.

This data is vital for the effectiveness of the therapies offered by WMHH and essential for the provision of the best tailored, safest and most effective treatment. WMHH uses this data to discern treatment and to contact patients within the context of their treatment or to communicate changes in service.

Information Security Policy - Contact details provided by patients are kept in a locked metal box in my consulting room. Case notes are word processed and stored on a password protected computer. Case notes are not identifiable i.e. they are NOT marked with names and contact details. Written notes taken in the consultation are

destroyed by shredding once word processing has taken place. New case notes are updated after each consultation and word processed before a prescription is made.

Should it come to my attention that information is inaccurate between appointments Wendy Martin will update the patient information sheet and/or record relevant changes in case notes within one week.

Patient records will be kept for as long as the patient continues to return and for at least 7 years after the last appointment. If the patient is a minor the records will be kept for at least 7 years after they turn 18 regardless of the date of the last appointment. This is an insurance requirement in order to exercise defence of legal claims.

Wendy Martin reviews patient information every January and disposes of old records via shredding and digital deletion.

Wendy Martin will review this policy should the remit of WMHH change.

Process to recognise and respond to individuals' requests to access their personal data – A request to access or erase personal data must be made in writing and signed by the patient. Wendy Martin will print off or email records (notes, prescription records) and provide a photocopy or scan of the patient information sheet within 14 days.

Wendy Martin is solely responsible for data protection. Data is not to be used for any other means than contacting patients within the context of their treatment and providing the most effective, tailored and safe treatment.

Should there be a breach in security Wendy Martin will contact patients immediately by email or post to inform them of what data has been compromised and how. In the event of a serious data breach Wendy Martin will inform the ICO directly.