

Wendy Martin Holistic Health



A gentle, whole-person approach to wellbeing

Homeopath and Reiki Practitioner
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Privacy Statement

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.

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. Patients may contact me by any means to request an amendment to their information.

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.

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.