

## **GENERAL DATA PROTECTION REGULATION (GDPR)**

### **Sensitive Soles Therapies Policy**

#### **Information Held**

The following information is collected from each client:

- Name, address and telephone numbers
- Age and Medical history
- Current & Historical medical information
- Lifestyle
- Diet
- Exercise
- Notes of each treatment are recorded on paper

#### **Processes and Security**

All this information is given by the client at the first consultation/treatment in the form of client consultation.

The consultation form and subsequent treatment records are kept in individual folder in a locked cabinet, in a cupboard in my treatment room at the clinic that I work from.

All client records are retained for EIGHT years then disposed of by shredding, if no longer having treatments with me.

All client records are kept manually on paper except contact details which are kept on my smart phone and calendar for reminder. No client data is processed on computer or electronically.

Clients may see their record card at any time and can request a copy if desired.

Children under 16 years are treated for specific problems. Such consultation and treatment is always in the presence of a parent/adult and their notes are stored the same way an adult's would be.

In the unlikely event of client data being lost/stolen, the ICO will be notified if it is deemed necessary to do so, in consultation with the client, under the Regulations.

**ALL CLIENT INFORMATION IS CONFIDENTIAL BETWEEN THE CLIENT AND SENSITIVE SOLES THERAPIES AND NOT SHARED WITH ANYONE.**