_ _
(NAME)

GDPR / Data Protection Declaration[¶]

Clinical notes : Confidential patient notes will only be kept as a single copy in paper form. (By Law these must be retained for at least 7 years following any treatment.)

Data storage : Your <u>contact details</u> may also be stored on paper records by clinic reception. I only allow this provided that they have a clear data policy that does not allow for use by any third parties or for any use beyond bona fide communication with you regarding my practice.

Data storage : Your <u>contact details</u> and any <u>email</u> communication between us may also be stored :

i. on paper and email records by clinic reception. I only allow this provided that they have a clear data policy that does not allow for use by any third parties or for any use beyond bona fide communication with you regarding my practice.

ii. in *electronic* form by myself (email, online diary & booking systems).

iii. in *electronic* form by suppliers of my electronic/online diary and booking systems. I only allow this provided that they have a clear data policy that does not allow for database access or use by themselves or any third parties.

Please tick <u>ONE</u> of the following options :

1. (RESTRICTED) I agree that you may use my contact details as necessary ONLY regarding the *current* treatment/appointments ☐

2. (STANDARD) I agree that you may use my contact details as necessary regarding *current* treatment/appointments. Also to hear major future changes to practice details. ☐

3. (FULL PERMISSION) I agree to receive occasional (no more than 2/year) email/text information about available workshops or clinic details. ☐

*Any permissions may be revoked or changed at any time by sending a direct letter or email or **via my website contact form**. Or you can reply email to any circular you receive from me with the word "REMOVE" on the subject or top contents line.*

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(Signature)   (Date)

[¶] This must be signed due to changes in EU/UK law affective from 25th May 2018