

**Gemma Roe, Chiropractic and Sports Therapy Clinic**  
**Privacy Policy Notice in accordance with**  
**General Data Protection Regulation (GDPR), effective 25th May 2018**

This privacy policy notice sets out how Mrs Gemma Roe, McTimoney Chiropractor, uses and protects your personal data.

In order to provide chiropractic services, I am required to process the following categories of data:

- Personal data such as your name, address, date of birth, gender, contact details and details of lifestyle
- Special categories of personal data such as health

I am sometimes required to process receipts, invoices or reports. Invoices and/or receipts and communication regarding appointments may be sent by email, text, hand or post. You have the right to withdraw your consent at any time.

Your personal data, including medical history, will be collected and stored on hard paper and will be updated upon each appointment. This is to ensure any treatment can be both safe and appropriate. If you object to the collection, sharing and use of your personal data I may be unable to provide you with my services.

I am committed to ensuring that your personal information is secure will take all appropriate technical and organisational steps to protect the confidentiality, integrity, availability and authenticity of your data. Your personal records are kept here in the practice at Chiropractic and Sports Injury Clinic, 26 High Street, Henley in Arden, B95 5AN under conditions of strict confidentiality.

If your personal information is shared, for example with your doctor, or other health professionals for example referring on for further investigation, your specific permission will be obtained first. You may request details of personal information, which is held about you. If you would like a copy, please let me know by writing to or emailing me.

If you believe that any information being held is incorrect or incomplete, please let me know as soon as possible by writing to using the above address or emailing me [gemmaroe1@sky.com](mailto:gemmaroe1@sky.com), and I will promptly correct any information found to be incorrect.

Information held on individuals 16 years of age or older is required to be retained for 8 years, for those 15 years and younger until the age of 25 years unless last seen at the age of 17 years in which case it will be retained until the age of 26 years, after which it will be destroyed securely.

If you are dissatisfied with any aspect of the way in which I process your personal data please let me know. You also have the right to complain to the UK's data protection supervisory authority, the Information Commissioner's Office (ICO). The ICO may be contacted via its website which is <https://ico.org.uk/concerns/>, by [live chat](#) or by calling their helpline on 0303 123 1113.

If you have any questions regarding this privacy policy notice or the use of your data please contact: Mrs Gemma Roe