**BorderMed**

**Your Information, Your Rights.**

Welcome to BorderMed’s privacy notice. We respect your privacy and are committed to respecting your personal data. This privacy notice will inform you about how we look after your data, how we protect your privacy, and how the law protects you.

**Important information and who we are**

**Purpose of privacy notice**

This notice gives you information on what date we collect via your use of our website, filling in of forms, and financial transactions.

**Data Controller**

BorderMed is the Data controller ( Dr Alex Docton)

**Contact Details**

Kingbridge Medical Services Ltd. (Registered Company No. 08101281)

Kingbridge Ford

West Hall

Brampton

Cumbria

CA82BP

Trading as BorderMed

Email bordermedinquiries@gmail.com

You have the right to make a complaint at any time to the Information Commissioners Office the uk supervisory officer for data protection issues, [www.ico.org.uk](http://www.ico.org.uk), we would however appreciate the chance to deal with your concerns before you approach the ico.

**Links to third party websites**

There are no plug ins, cookies or applications, there are link to third party websites. Clicking these links does enable those websites to collect data about you. We do not control the data collected by those websites. When you leave our website we encourage you to read the privacy notice of every website you visit.

Links are to

Microsoft Bookings (to enable appointment booking)

DVLA to enable download of current D4

**The Data we collect about you**

**Personal Data.** Data where the information collected could be used to identify an individual, not including anonymised data. We may collect use and store the following:-

Identity data…held securely as hard paper copy only and destroyed after 3 years.

**Contact Details.** Name, email, phone number held on Microsoft bookings.

**Financial Information.** No bank account details held. Transaction data (invoice and receipt) held securely and retained for accounting and HMRC Purposes. Financial transactions via card are processed by Lloyds Bank Cardnet. We do not control the data collected in the processing of this transaction.

**Technical Data.** None Held

**Profile data** for marketing and communications use- none held.

**Purposes for which we use your personal data**

Your data will only be used at the time, and solely for the purpose of the service provided to you.

We also provide anonymised aggregated data in the form of an annual report as requested by the maritime and coastguard agency and oil and gas uk. This may be derived from your personal data, but is not in law regarded as personal data as it could not directly or indirectly be used to identify you.

We do not collect or report on data regarding gender, race, sexual orientation or criminal convictions.

**Data Security**

We have put in place appropriate security measures to prevent your personal data being accessed, altered or disclosed. We limit access to your personal date to those employees’ contractors and agents who have a need to know in order to provide the service you require. They each have in place a confidentiality policy to safeguard your information.

We have in place procedures to safeguard your data against unwarranted disclosure, and will notify you in line with our duty of candour if any such breaches of data security occur.

**Your legal rights**

Under certain circumstances you have rights under data protection laws in relation to your personal data. (hard copies only retained)- to full access or a copy, to request correction of an error, to request erasure, object to processing. No fee is required for any of the above. We will however need to confirm identity before disclosure of any information.