

**Patient Information Sheet**  
**Data Protection Information**



**Who we are:**

Complete Podiatry is a Private Podiatry clinic

**Why we collect your personal data:**

We ask your personal details to keep accurate and up to date medical records. The more information that is provided by yourselves to the podiatrist, the more accurate your diagnosis will be and therefore a more concise treatment plan can be provided. Before any treatment takes place you will be asked to sign a consent declaration to ensure you fully understand the treatment plan and are happy to continue with treatment. You have the right to withdraw from treatment at any time.

**How we will use your personal data:**

Any personal data you provide will be used purely to aid in your treatment plan. Information will only be shared with third parties with your consent and when extremely necessary, for example, GP, other medical professionals, or insurance companies.

Any data provided is stored using electronic medical records using secure medical software programmes.

Any information collected will be done so in accordance with the clinical standards of the Society of Podiatrists and Chiropodists.

**The right of data portability**

All medical records are stored electronically. You have the right to request your medical records be transferred to another medical professional at your written request.

**How patients can access their information**

The Data Protection Act 1998 gives every living person the right to apply for access to his or her health records, without giving a reason for their request. Any request for this must be made in writing or electronically to clinic.

**How to raise a complaint**

If you have any concerns of how your data is collected and/or stored and are not happy with our response, then contact either the Society of Chiropodists and Podiatrists or the Information Commissioner.

Society of Chiropodists and Podiatrists- 020 7234 8620

ICO- 0303 123 1113