

Jonathan Pledger

Privacy and Data Protection Policy

Introduction

I take the protection of all personal data extremely seriously and is fully committed to protect of the rights and freedoms of all individuals in relation to the processing of their personal data in compliance with this legislation and in accordance with the British Acupuncture Council guidance.

This notice is to set out the standards expected by me in relation to processing and safeguarding the personal data and rights of individuals. Also to explain why we collect your personal data, what I do with it and to ensure that we are working in accordance with the new EU General Data Protection Regulation (GDPR).

This policy applies to all personal data, including sensitive personal data, for which I am responsible in whatever format (e.g. paper or electronic data, including databases, emails, photographs).

No outside agencies or individuals access to personal information for which I am responsible.

Personal Data

When you supply your personal details to me, communicate by email and when I receive your written submissions, this information is stored and processed in line with the GDPR requirements and the British Acupuncture Council.

I keep your completed application form for the purposes of contacting you and to provide a comprehensive treatment.

I keep your records and all accompanying attachments and notes in your personal file which is stored for 7 years from your last treatment in accordance with British Acupuncture Council regulations and then destroyed.

I will not pass or sell your personal data to any third party for the purposes of advertising.

Sensitive Data

Sensitive data is a sub-category of personal data revealing racial or ethnic origin, religious or philosophical beliefs. Examples of special category data we may hold about you include any personal requirements that you may have.

Storage

All data collected is encrypted through the use of a security certificate - SSL. The data is stored in a database and used exclusively by me.

You have the right to see what personal data of yours I hold and to ask me to correct any factual errors. I am legally required to respond to any reasonable request from a client to see their personal data within a timescale of 30 days. However, I endeavour to respond as soon as possible to any reasonable request for access to personal records.

If you feel that I am mishandling your personal data, you have the right to complain. Please first raise your concern with me, by contacting jjpledger@hotmail.com as we hope very much we will be able deal with any concerns you might have. However, you may also raise a concern directly with the Information Commissioner's Office on <https://ico.org.uk/concerns/>.

Jonathan Pledger

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