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**Patient Information Sheet Data Protection Information Leaflet**

**In accordance with General Data Protection Regulation**

**Who are we:**

Fancy Feet Podiatry - 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 provided by yourselves to the podiatrist, the more specific diagnosis and concise treatment plan can be provided. Before any treatment, you will be asked to sign a consent form 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/store 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 full consent, for example, GP (or other medical professionals), or insurance companies. Any information collected will be done so in accordance with the clinical standards of the College of Podiatry. We only store information on our booking page diary. We do not have electronic medical records at Fancy Feet. Everything is in paper form and in a secure, locked, fireproof cabinet. You have the right to request your medical records be transferred to another medical professional at your written request.

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 (ICO).**

**College of Podiatry - 020 7234 8620**

**ICO- 0303 123 1113**