

# Privacy Policy for Schia Mitchell Sinclair MSc MNIMH RCST

As a Craniosacral Therapist and Medical Herbalist the privacy and security of my patient's data is hugely important to me. Under GDPR 2018 I am required to document what data I collect, what I use it for and the steps I take to maintain this privacy and security. I will keep this policy updated and keep a link to it on my website (under news and updates).

## ***What data I collect:***

As a Craniosacral Therapist and Medical Herbalist I keep records of a client's name, date of birth and contact details as well as dates of appointments and notes regarding their medical history, current conditions, test results and any treatments or medications I recommend for their treatment. I also keep invoices to them on file.

## ***What I do with this data:***

I need to keep records of a client's history, treatments and ongoing prescriptions in order to best help them with their health. I occasionally need to contact them regarding their treatment, appointments or to send them some relevant information, e.g. test results.

Legally I am required to keep all patient notes for at least 7 years after I have finished seeing them. In the case of minors I need to keep them until they have reached 25.

All paper records are kept in a locked filing cabinet and electronic records are password protected. I am the only person who has access to them. Client names, emails, phone numbers and upcoming appointment details will also be stored securely online by my online scheduling application.

If, for any reason, I am unable to see a client for a scheduled appointment and am unable to let them know, I have appointed another therapist who will be in contact to postpone the appointment. The locum therapist will not have access to the client notes or any details of the case but will be able to access my diary, the client's email and a phone number (if one was given in the booking process).

If at any point I need to dispose of patient records, it will be done in accordance with the principles of the Data Protection Act (most likely shredded).

## ***Marketing***

I run occasional courses or talks and will sometimes send out emails to let interested people know when and where they are happening. To date this has been an infrequent occurrence and I only send the emails to those who have either signed up on my website or who have ticked the box on my patient intake form giving permission to receive such emails.

If you do tick the box and change your mind at a later point about receiving such emails, you can simply reply to me and let me know to remove you from my mailing list and I will do so. This will not, in any way, affect your treatment or any ongoing contact regarding your health. I do not share information with any other individuals or companies.

***Queries or requests***

If you have any questions or comments regarding this policy, please contact me on [herbalist@cambridgeherbalist.org.uk](mailto:herbalist@cambridgeherbalist.org.uk) or [cranio@cambridgeherbalist.org.uk](mailto:cranio@cambridgeherbalist.org.uk).

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