



Michelle Voss








Registered Homeopath

PRIVACY POLICY

I take the privacy rights of my patients very seriously. This privacy policy sets out how I deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

What personal information do I collect?

In order to treat you, I will ask you to provide certain information. This includes, but is not limited to:

-  Name
-  Gender
-  Date of birth
-  Home address
-  Email address
-  Telephone number
-  Medical history

To this, over time, I will add details of the conditions for which you have consulted me and the remedies and other therapies that I have prescribed or recommended.

How do I collect this personal information?

All the information collected is obtained directly from you. This is usually at the point of your initial consultation. In order for me to treat you effectively I do need to obtain this information from you; the gathering and processing of this information is covered under the legal base of 'legitimate interests' and this term is defined within data protection regulation and law. All changes to this policy or the way in which your data will be processed will be discussed with you.

How do use this personal information?

I use your personal information to analyse the concerns for which you have consulted me and to prescribe remedies and, from time to time, other therapies.

I will communicate with you by email, other digital methods, by telephone and by post.

With whom do I share your personal information?

I will not disclose any personal information that I hold on you to any unrelated third party, except where required by law.

How long do I keep your personal information?

I need to keep your information for as long as you continue to consult me. Since patients often return for more consultations after a period of absence, I will keep your information for seven years after your last consultation. In the case of children, 7 years after their 18th Birthday. At that point, your file will be securely destroyed and any digital information will be erased from my computer systems.

How your information can be updated or corrected

To ensure that I have accurate and up-to-date information, you need to inform me of any changes you believe I should make to the personal information I hold. You can do this by contacting me by any of the methods previously described.

Under data protection legislation, you have the right to inspect the personal information I hold about you. You can make a request to do so by contacting me and I will endeavour to respond within 14 working days.

How do I store your personal information?

My patient files are paper-based and are held securely within my consulting room or held securely on a laptop. I take steps to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification.

Your email address, if you have one, is held securely on the servers of my email providers, currently IONOS.

Changes to this policy

This policy may change from time to time. If I make any material changes, I will make you aware of them.

Contact

If you have any queries about this policy, need it in an alternative format, or have any complaints about my privacy practices, please contact me:

Contact Details

Michelle Voss

Telephone

07353 172798

Email

michelle@butterflyhomeopathy.com

Website

www.butterflyhomeopathy.com