

# **Clinic Privacy Policy**

We are obliged, under the new act, to ascertain that you are happy for us to hold your data and that we are able to contact you by email and phone regarding Katherine Heyes Sports Injury Clinic.

#### **Clinical Notes**

We collect certain data from you to meet mandatory requirements regarding medical notes. There is a legal requirement for us to keep medical notes for a period of time after treatment. This can vary in length depending on your age and ability to consent but will be for a minimum of 8 years. Your details will be destroyed after this period. Please note if you do not consent to us collecting and holding your data we would not be able to continue treatment.

# **Sharing Information with other Medical Professionals and Insurers**

There may be occasions where we may want to share information with your General Practitioner or Consultant or Medical Insurers (if relevant)

#### **Clinic Administration**

We also collect data to assist in the administration of our business to provide you with an efficient service. We would like to use your contact details to assist with the administration of your appointments/charges to scheduled appointments and/ or reminders about appointments. To further enhance our service to you, we would like to be able to update you on any information regarding the practice.

We take your privacy seriously and will take all reasonable steps to ensure the protection of your data. We have not and will not share your data with any other bodies without your Consent.

# **Website Privacy Policy**

Please read our privacy policy carefully to get a clear understanding of how we collect, use, protect or otherwise handle your Personally Identifiable Information in accordance with our website.

What personal information do we collect from the people that visit our website?

When sending us a message via our website you may be asked to enter your name, email address, mailing address, phone number or other details to help you with your experience.

#### When do we collect information?

We collect information from you when you message us via our 'Get in touch form' on our website.

### How may we use your information?

- To administer a site feature.
- To add you to our clinical records.
- To follow up with you after correspondence (email or phone inquiries)

#### How do we protect visitor information?

Our website is scanned on a regular basis for security holes and known vulnerabilities in order to make your visit to our site as safe as possible.

#### We use regular Malware Scanning.

Your personal information is contained behind secured networks and is only accessible by a limited number of persons who have special access rights to such systems, and are required to keep the information confidential. In addition, all sensitive/credit information you supply is encrypted via Secure.

#### Do we use 'cookies'?

Yes. Cookies are small files that a site or its service provider transfers to your computer's hard drive through your Web browser (if you allow) that enables the site's or service provider's systems to recognize your browser and capture and remember certain information. For instance, we use cookies to help us remember and process the items in your shopping cart. They are also used to help us understand your preferences based on previous or current site activity, which enables us to provide you with improved services. We also use cookies to help us compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future.

#### We use cookies to:

- Understand and save user's preferences for future visits.

You can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies. You do this through your browser (like Internet Explorer) settings. Each browser is a little different, so look at your browser's Help menu to learn the correct way to modify your cookies.

If you disable cookies off, some features will be disabled It won't affect the user's experience that make your site experience more efficient and some of our services will not function properly.

However, you can still place orders.

## Third-party disclosure

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information unless we provide users with advance notice. This does not include website hosting partners and other parties who assist us in operating our website, conducting our business, or serving our users, so long as those parties agree to keep this information confidential. We may also release information when it's release is appropriate to comply with the law, enforce our site policies, or protect ours or others' rights, property or safety.

However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

# **Third-party links**

We do not include or offer third-party products or services on our website.

# Google

Google's advertising requirements can be summed up by Google's Advertising Principles. They are put in place to provide a positive experience for users. Google, as a third-party vendor, uses cookies to serve ads on our site. Google's use of the DART cookie enables it to serve ads to our users based on previous visits to our site and other sites on the Internet. Users may opt-out of the use of the DART cookie by visiting the Google Ad and Content Network privacy policy.

# We have implemented the following:

Demographics and Interests Reporting
We along with third-party vendors, such as Google use first-party cookies (such as
the Google Analytics cookies) and third-party cookies (such as the DoubleClick
cookie) or other third-party identifiers together to compile data regarding user
interactions with ad impressions and other ad service functions as they relate to our
website.

## **Opting out:**

Users can set preferences for how Google advertises to you using the Google Ad Settings page. Alternatively, you can opt out by visiting the Network Advertising initiative opt out page or permanently using the Google Analytics Opt Out Browser add on.

### How does our site handle do not track signals?

We honour do not track signals and do not track, plant cookies, or use advertising when a Do Not Track (DNT) browser mechanism is in place.

#### Does our site allow third-party behavioural tracking?

It's also important to note that we do not allow third-party behavioural tracking.

#### **COPPA (Children Online Privacy Protection Act)**

When it comes to the collection of personal information from children under 13, the Children's Online Privacy Protection Act (COPPA) puts parents in control. The Federal Trade Commission, the nation's consumer protection agency, enforces the COPPA Rule, which spells out what operators of websites and online services must do to protect children's privacy and safety online. We do not specifically market to children under 13.

#### **Fair Information Practices**

The Fair Information Practices Principles form the backbone of privacy law in the United States and the concepts they include have played a significant role in the development of data protection laws around the globe. Understanding the Fair Information Practice Principles and how they should be implemented is critical to comply with the various privacy laws that protect personal information. In order to be in line with Fair Information Practices we will take the following responsive action, should a data breach occur:

We will notify the users via email within 7 business days
We also agree to the Individual Redress Principle, which requires that individuals
have a right to pursue legally enforceable rights against data collectors and
processors who fail to adhere to the law. This principle requires not only that
individuals have enforceable rights against data users, but also that individuals have
recourse to courts or government agencies to investigate and/or prosecute noncompliance by data processors.

#### **CAN SPAM Act**

The CAN-SPAM Act is a law that sets the rules for commercial email, establishes requirements for commercial messages, gives recipients the right to have emails stopped from being sent to them, and spells out tough penalties for violations.

## We collect your email address in order to:

- Send information, respond to inquiries, and/or other requests or questions.
- We may also send you additional information related to your appointment.
- Market to our mailing list or continue to send emails to our clients after the original transaction has occurred if they opt-in to marketing.

#### To be in accordance with CANSPAM we agree to the following:

NOT use false or misleading subjects or email addresses.

- Identify the message as an advertisement in some reasonable way.
- Include the physical address of our business or site headquarters.
- Monitor third-party email marketing services for compliance, if one is used.
- Honour opt-out/unsubscribe requests quickly.
- Allow users to unsubscribe by using the link at the bottom of each email.

# If at any time you would like to unsubscribe from receiving future emails, you can email us from the contact information shared below or...

• Follow the instructions at the bottom of each email. and we will promptly remove you from ALL correspondence.