

## **PRIVACY NOTICE - for website enquiry form**

### **What is a Privacy Notice?**

Under data protection law you, as a client of The Brackley Clinic, have specific rights. To communicate these rights to you in a clear and concise manner, we are providing you with this privacy notice.

### **Who we are?**

We are The Brackley Clinic Limited, 48 Burgess Square, Brackley, Northamptonshire NN13 7FA. Telephone number 01280 703389 Email info@brackleyclinic.co.uk. For the purposes of processing your personal data we are the Data Controller.

### **Data Protection Officer**

As we record and use sensitive data, we take the protection of this data very seriously. We have therefore appointed a Data Protection Officer, Glen Mansbridge, who is your first point of contact for any queries regarding the use of the personal data that we hold about you. He can be contacted at Technology Tamed Limited, Stour Valley Business Centre, Brundon Lane, Sudbury, Suffolk CO10 7GB. Telephone number 01787 881475 Email gdpr@technologytamed.com

### **What personal data do we record and process?**

The personal data we collect from the enquiry form on our website includes name, email address, telephone number and details about your query. Therefore, you are giving your consent for us to have this data.

### **What do we use your personal data for?**

We use this data to contact you about your query and to assess if we can help. We do not use any automated decision making or profiling in respect of your personal data.

### **Sharing your personal data**

We do not share your personal data without your explicit consent.

### **Retaining your personal data**

Data may be recorded both electronically and/or on paper. We ensure that policies are in place to keep your data confidential and secure. These records will only be retained for up to 12 months after the enquiry. We have policies in place to destroy records after this time.

### **What are your rights under data protection laws?**

You have legal rights governing the use of your personal data. They are

- The right to be informed about the personal data being processed
- The right to access to your personal data
- The right to rectification (correction of inaccuracies) of your personal data
- The right to erasure of your personal data

- The right to restrict the processing of your personal data
- The right to data portability (to move, copy or transfer) your personal data
- Rights in relation to automated decision making and profiling

Should you wish to exercise any of these rights please contact us by post, telephone or email. We will comply with your request without undue delay once we have verified your identity.

You can contact our Data Protection Officer for more details on all of the above.

You have the right to complain to the Information Commissioner's Office which enforces data protection law via their website [www.ico.org.uk](http://www.ico.org.uk)

### **Data Breaches**

Should any personal data that we hold be lost or stolen or in any other way breached, where this constitutes a high risk to your rights or freedoms, we will contact you without delay. We will give you the contact details of the person dealing with the breach, explain the nature of the breach and the steps we are taking to deal with it.

### **Changes to this Privacy Notice**

We may change this privacy notice from time to time to reflect changes in law or privacy practices. We encourage you to check the privacy notice posted on our website for any changes.