

## PRIVACY POLICY FOR MY MEDIOLEGAL WORK

Mr Thomas' practice General Data Protection Regulation (GDPR) compliance:

Under the General Data Protection Regulations, we are required to inform you about how your personal information will be obtained, used, disclosed and managed by me and my administrative team (us).

### **How your data will be treated by us:**

Any personal data provided will be used first and foremost to secure and provide you with the medicolegal services you have sought from us via your legal representatives.

The personal data you provide us with may additionally be used for updating case records, improving our practice and performance in our work for you and others, statutory returns and compliance with professional/regulatory obligations upon us and the legal representatives who work with.

You will have agreed to allow us to pass your personal data to legal representatives who will be involved with the processing and management of the medicolegal services we provide you with.

We will only ever disclose your personal data when it is necessary to do so and in the furtherance of the work that has been instructed of us.

### **The length of time we will store personal data:**

We aim to keep your personal data for the minimum period of time possible in all cases. We will only ever store your information for as long as is reasonably required to conclude the work we have been instructed to undertake. In some instances however, this may require us to retain your data for longer than your instructed work is being worked upon.

Our aim is in all cases to destroy all personal data that could lead to the identification of its subject within 6 years and that once the work we have been instructed to perform has been completed any such data that is retained before destruction will only be retained in an anonymous format.

### **Your rights according to the GDPR.**

The General Data Protection Regulations provide that any person who believes us to hold data relating to them personally or that could lead to them being identified by that data can request access to any such data by us to inspect the same and to gain an explanation for its retention by us.

You can request that any of your personal data held by us be updated, corrected or reviewed (including a request for a review of the reason for continuing to hold such data).

Requests can be made for any such personal data to be destroyed.

The data subject may also object to the processing of their data at all or request a restriction on the processing of their data by us. It should be noted that such a request may have an effect on our ability to communicate with that person or to carry out instructions to perform work.

**Further information:**

The General Data Protection Regulation can be found at <https://www.ico.org.uk>.

The Data Protection Act 2018 can be found at:  
<http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

We take the security of your information very seriously and we have ensured that appropriate measures and safeguards are in place to provide unauthorised access to your information.

**GDPR requests or Complaints:**

Initial requests and complaints should be made to the Practice Manager by e-mail at: [contact@orthoreports.com](mailto:contact@orthoreports.com) who will thereafter contact you within 14 days to ascertain any further information required by us to fully investigate or deal with your reason for making contacting. We anticipate that we will supply you with a full response to your concern within 30 days of your initial contact.

On occasions however further time may be required if an in-depth investigation is required before a response can be given. In such circumstances you will be notified of the requirement for further time and you will be provided with a best possible estimate for when a full response will be given.

If, after the full response has been given, you remain dissatisfied or feel that your request has not been dealt with properly then you are able to complain directly to the Information Commissioners Office by visiting <http://ico.org.uk/concerns> or by calling them on 0303 123 1113.