

Caroline McWilliam

Sports Massage and Craniosacral Therapist

Dear Client

You may be aware that new European regulations regarding your data (GDPR) came into force on 25th May.

I would like to reassure you that I take confidentiality extremely seriously and that applies to your personal data and your client records. I will never pass your personal data to a third party without your consent.

However, I do need your consent to use your data in order to communicate in your interests and without that consent it makes it almost impossible to carry out your treatment.

Examples of the way in which I would use your data are: -

- by phone to talk to you about your care, investigations or seek an update of your progress.
- by text to ask you to contact me.
- by email or text to notify and remind you of your appointment, to seek an update of your progress.
- by letter or email to relevant health care professionals, and to send you copies of such letters or emails.
- To send you an invoice or receipt.

The above are examples and not an exhaustive list.

I will be asking you to sign a consent form to allow me to communicate in your interests and use your personal data to do this.

I do appreciate your help and if you have any questions or comments please ask me.

Yours sincerely

Caroline McWilliam

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Privacy notice and consent

You may be aware that new European Regulations require me to make changes to my data protection arrangements.

Details are outlined in my Policy document, available in my clinic and on my website.

The data you give me and the notes I generate for you are personal to you and I take the protection of such information very seriously. However, in order to be efficient in my work, and comply with my professional rules, I do need to be able to communicate with you. For these reasons I need your permission.

Below are the ways I might need to contact you: -

- By phone using the number/s you give me
- By text
- By email

The main reasons for contacting you are: -

- To send you appointment notifications or reminders
- To contact you to change an appointment
- To seek a progress report on your condition

I will not: -

- Share your contact details with others
- Send you unsolicited mail or 'mail shots'

If you prefer to receive your emails by encryption with a password, please ask me.

I agree to the terms above.

Signed.....

Name.....

Date.....

I do not agree to the terms above because

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If you decline to consent, I will need to discuss this with you as it will affect my ability to comply with my professional rules.

If you have any complaint relating to the way I have handled your data, please write to Caroline McWilliam, Data Controller, at:

Caroline McWilliam, 20 Ransom Road, Woodbridge, Suffolk, Woodbridge IP12 4JU