# **Privacy Policy**

We at Drury Porter Eyecare are committed to protecting and respecting your privacy and this policy is in compliance with General Data Protection Regulation (GDPR) requirements.

This Policy applies to all our patients.

This Policy explains,

- 1. Why Drury Porter Eyecare collects your Data?
- 2. What Data Drury Porter Eyecare need to collect?
- 3. How does Drury Porter Eyecare use your Data?
- 4. Where we store your personal Data?
- 5. Your rights regarding your Data?
- 6. How to contact us?
- 7. Changes to our privacy policy

## 1. Why Drury Porter Eyecare collects your Data?

When you make an Eye examination appointment, we need your basic details for record keeping and NHS requirements.

#### 2. What Data Drury Porter Eyecare needs to collect?

- Your Name
- Date of Birth
- Full Address
- Mobile/Home Number
- Email Address
- NI Number (optional)
- NHS Number (optional)

# 3. How does Drury Porter Eyecare use your Data?

We will only share your details with other NHS services such as General Practitioners (GP), Ophthalmologist and Hospitals in case we have to refer you.

Your Email, Mobile and Address are used to remind you of your next due Eye Examination.

# 4. Where we store your personal Data?

Your data is kept on record papers and are kept safe. No body has access to them except for the staff.

# 5. Your rights regarding your Data?

Under this policy and in compliance with GDPR principles the individuals whose data we hold have the following rights,

- The right to be informed
- The right to rectification
- The right to restrict processing
- The right of access.
- The right of data portability
- The right of erasure
- The right to object
- The right in relation to automated decision making and profiling

Further information can be obtained from the information Commission's Office (ICO) or by visiting their Website <u>https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/</u>

## 6. How to Contact Us?

If you have any queries regarding this policy or any of the data we hold about you, please contact us at **info@druryportereyecare.co.uk** or by post to: Drury Porter Eyecare 70 the Brunswick Centre, London. WC1N 1AE

# 7. Changes to our privacy policy

We may update our privacy policy from time to time as necessary. Any changes we may make to our privacy policy in the future will be posted on our website: <u>www.druryportereyecare.co.uk</u>