



## Getfitphysio Patient Registration & Consent Form

<b>Forname :</b>	
<b>Surname :</b>	
<b>Date of Birth:</b>	
<b>Address:</b>	
<b>Contact Tel. No:</b>	
<b>Email address:</b>	

### Consent Declaration

By signing below, you explicitly consent to getfitphysio conducting a physiotherapy assessment and subsequent treatment specifically relating to the current referral for the provision of services.

**SIGNATURE:**

**DATE:**

**PLEASE READ BELOW :**

#### DNA POLICY

Any cancellations within 24 hours' notice will be charged in full (or under physio discretion)

#### GDPR POLICY ( Keeping Your Data safe and secure )

All data will be kept securely and not shared with any third party companies.

Any emails or reports sent to insurance providers are sent using secure encrypted software.

You will be only be contacted by Getfitphysio with information that we would deem of interest to you and you will be able to unsubscribe at any time should you wish to do so .

Legally Getfitphysio has to keep your data & clinical information for period of 8 years. It is then securely destroyed.

(GDPR FULL POLICY available to view on my website @ [Getfitphysio.co.uk](http://Getfitphysio.co.uk))

## 1. How we use your personal data

We are committed to protecting your personal data.

The only non-sensitive data we collect from you is as submitted by you on the form overleaf. The only sensitive data collected is that provided by you during assessment and treatment of your health condition.

We will use your sensitive personal data, as per the above paragraph, for the purposes of providing our services to you or if we need to comply with a legal obligation. Our legal ground of processing this data is your explicit consent.

We will use your non-sensitive personal data to (i) register you as a new client, (ii) manage payment, (iii) collect and recover monies owed to us (iv) to manage our relationship with you, (v) send you information specifically relating to your treatment .e.g. Exercise programs.

Our legal grounds for processing your data are in relation to points (i) to (iv) above are for performance of a contract with you and in relation to (iii) and (v) above, necessary for our legitimate interests in the provision of our service and to recover monies owed.

We will not share your details with third parties for marketing purposes.

## 2. Disclosure of your personal data

We may have to share your personal data with (i) service providers who provide IT and system administration support, (ii) professional advisors including lawyers, bankers, auditors and insurers (iii) HMRC and other regulatory authorities (iv) third parties from whom we may have received referrals to facilitate your treatment i.e. Insurance Companies, Solicitors or Private Medical Insurance providers (BUPA, Nuffield, etc.) (v) [to other professionals for the purposes of discussing your treatment.

We require all of these third parties to whom we transfer your data to respect the security of your personal data and to treat it in accordance with the law. They are only allowed to process your personal data on our instructions.

## 3. International transfers

Please be reassured that none of our third party providers are businesses outside of the EEA in countries which do not always offer the same levels of protection for your personal data.

## 4. Data security

We have put in place security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We also limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know such data. They will only process your personal data on our instructions and are subject to a duty of confidentiality. We have put in place procedures to deal with any suspected personal data breaches and will notify you and any applicable regulator where we are legally required to do so.

In certain circumstances you can ask us to delete your data. See the section entitled 'your rights' below for more information.

We may anonymise your personal data (so that you can no longer be identified from such data) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

## 5. Data retention

We will only keep your personal data for as long as is necessary to fulfil the purposes for which we collected it. We may retain your data to satisfy any legal, accounting, or reporting requirements so for example we need to keep certain information about you for 6 years after you cease to be a client for tax purposes and 8 years from completion of Treatment under medical record retention guidelines.

You have the right to ask us to delete the personal data we hold about you in certain circumstances. See section 6 below.

## 6. Your rights

You are able to exercise certain rights in relation to your personal data that we process. These are set out in more detail at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

In relation to a Subject Access Right request, you may request that we inform you of the data we hold about you and how we process it. We will not charge a fee for responding to this request unless your request is clearly unfounded, repetitive or excessive in which case we may charge a reasonable fee or decline to respond.

We will, in most cases, reply within one month of the date of the request unless your request is complex or you have made a large number of requests in which case we will notify you of any delay and will in any event reply within 3 months.

If you wish to make a Subject Access Request, please send the request to Getfitphysio Ltd. Hilton Hall Business Centre, Hilton Lane, Wolverhampton. WV11 2BQ or email [admin@getfitphysio.co.uk](mailto:admin@getfitphysio.co.uk) marked for the attention of the Data Compliance Officer.

## 7. Keeping your data up to date

We have a duty to keep your personal data up to date and accurate so from time to time we will contact you to ask you to confirm that your personal data is still accurate and up to date.

If there are any changes to your personal data (such as a change of address) please let us know as soon as possible by writing to or emailing the addresses set out in section 6 above.

## 8. Complaints

We are committed to protecting your personal data but if for some reason you are not happy with any aspect of how we collect and use your data, you have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)).

We should be grateful if you would contact us first if you do have a complaint so that we can try to resolve it for you.