

GB ProHealth UK Ltd

Contract Data Retention Statement

The company will use the minimum data set of your personal details for running the therapy service including correspondence/phone calls to arrange appointments.

We will not contact you for any other reason. We will retain basic information and therapy notes for both adults and children under 16 years for 7 years. This paper information will be archived and stored securely and shredded and disposed of after this time.

You have the right to ask to see the information we hold about you, please ask us and you can view it during a session. You can ask us to change any information that we hold which is incorrect. You also have the right to ask us to delete information that we hold for legal obligations e.g. tax purposes.

If you wish to complain about how we handle your data, in the first instance please contact the Company Data Controller on (01543) 480360 or email us on admin@prohealthuk.org. If your complaint is not resolved to your satisfaction, then contact the Information Commissioners Office on 03031231113.