

DA Campbell Ltd Privacy Policy

Our contact details

Name: DA Campbell

Address: Spire Leeds Hospital, Jackson Avenue, Leeds LS8 1NT

Phone Number: 0113 2693939

E-mail: handandwristclinic@live.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details such as given address, telephone numbers &/or email address)
- Medical details relating to your healthcare needs

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- In order to safely advise upon and manage your healthcare needs and to administer the needs of the company's function (invoicing, debt recovery etc)
- We also receive personal information indirectly, from the following sources in the following scenarios: Other healthcare practitioners. Healthcare insurance providers and debt recovery services.
- We use the information that you have given us in order to advise upon and manage your healthcare needs and also to administer the financial services associated with private medical consultations and services.

We may share this information with;

- Your family doctor or other healthcare practitioner
- Your healthcare insurer or funding organisation (where necessary)
- Debt recovery agencies (where necessary)

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting DA Campbell Ltd in writing at the above address

(b) We have a contractual obligation, for example when contacting you regarding payment of consultation and treatment fees.

(c) We have a legal obligation, for example informing HMRC regarding financial matters that are subject to law, or in complying with a Court Order.

(d) We have a vital interest, for example when protecting the vital interests of a data subject.

(e) We have a legitimate interest, for example when pursuing unpaid debts or contractual breaches by providing data subjects contact details to debt recovery agents.

How we store your personal information

Your information is securely stored in the office of DA Campbell Ltd.

We keep personal and medical details for 7 (seven) years unless there is a justifiable medical reason (that will be likely to benefit the data subject) to keep this longer. We will then dispose your information by confidential, verifiable and secure means.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Spire Leeds Hospital, Jackson Avenue, Leeds LS8 1NT if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at DA Campbell Ltd, Spire Leeds Hospital, Jackson Avenue, Leeds LS8 1NT

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>