**Data Protection Policy Penwith Ear Care**

**1. Introduction**

Penwith Ear Care is committed to protecting the privacy and security of personal data. This policy outlines how we collect, use, store, and dispose of personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

**2. Scope**

This policy applies to all personal data processed by Penwith Ear Care, including data relating to patients, employees, and suppliers.

**3. Data Protection Principles**

We will adhere to the following data protection principles:

\* Lawfulness, fairness, and transparency: We will only collect and process personal data lawfully, fairly, and in a transparent manner.

\* Purpose limitation: We will only collect personal data for specified, explicit, and legitimate purposes.

\* Data minimisation: We will only collect and process the minimum amount of personal data necessary.

\* Accuracy: We will keep personal data accurate and up to date.

\* Storage limitation: We will only store personal data for as long as necessary.

\* Integrity and confidentiality: We will ensure personal data is secure and protected from unauthorised access, processing, or disclosure.

\* Accountability: We are responsible for and will demonstrate compliance with these principles.

**4. Types of Data Collected**

We may collect the following types of personal data:

\* Patient data: Name, address, contact details, date of birth, medical history, examination results, treatment information.

\* Employee data: Name, address, contact details, date of birth, National Insurance number, bank details, employment history, performance records.

\* Supplier data: Company name, address, contact details, bank details.

**5. How We Use Personal Data**

We use personal data for the following purposes:

\* Providing healthcare services: To diagnose and treat patients, manage appointments, and provide aftercare.

\* Managing our workforce: To recruit, train, and manage employees, and to administer payroll and benefits.

\* Communicating with stakeholders: To communicate with patients, employees, and suppliers.

\* Meeting legal obligations: To comply with legal and regulatory requirements.

**6. Data Security**

We have implemented appropriate technical and organisational security measures to protect personal data from unauthorised access, use, disclosure, alteration, or destruction. These measures include:

\* Physical security: Secure storage of paper records and access control to our premises.

\* Technical security: Password protection, encryption, and firewalls.

\* Organisational security: Staff training and data protection policies.

**7. Data Retention**

We will only retain personal data for as long as necessary to fulfil the purposes for which it was collected. We will dispose of personal data securely in accordance with our data retention schedule.

**8. Data Subject Rights**

Individuals have the following rights in relation to their personal data:

\* Right of access: To request access to their personal data.

\* Right to rectification: To request correction of inaccurate or incomplete personal data.

\* Right to erasure: To request deletion of their personal data in certain circumstances.

\* Right to restriction of processing: To request restriction of processing of their personal data in certain circumstances.

\* Right to data portability: To request transfer of their personal data to another organisation in certain circumstances.

\* Right to object: To object to processing of their personal data in certain circumstances.

**9. Contact Information**

If you have any questions about this policy or your data protection rights, please contact:

[Name and contact details of Data Protection Officer or responsible person]

**10. Policy Review**

This policy will be reviewed and updated regularly to ensure it remains relevant and compliant with data protection legislation.