

MOTION SPORTS THERAPY LIMITED (“MOTION SPORTS THERAPY LTD”) Privacy Notice

MOTION SPORTS THERAPY LTD holds and process personal data in order to provide certain services to its clients . Due to data protection legislation MOTION SPORTS THERAPY LTD is required to give you this notice to explain how your data is used.

1. Information MOTION SPORTS THERAPY LTD may collect from you

As a “data controller”, MOTION SPORTS THERAPY LTD may collect and process your personal information in order to provide a service to you under a contractual arrangement. Such personal information could include your date of birth, gender, as well as details of your health (see the section “sensitive personal data”). It will also include your contact details such as residential address, email address and telephone number. It is stored on a password protected computer

2. Information MOTION SPORTS THERAPY LTD may collect from others

Whilst much of the data MOTION SPORTS THERAPY LTD holds is provided by the client themselves, MOTION SPORTS THERAPY LTD may also hold and processes data provided by third parties (such as the client’s medical practitioner).

3. Purposes for which and the basis upon which MOTION SPORTS THERAPY LTD will process your personal data

MOTION SPORTS THERAPY LTD uses your personal information in order to provide you with the required service or treatment.

4. Legal basis for processing your information

MOTION SPORTS THERAPY LTD must have a legal reason (often called the legal basis) to hold and use your personal information. The legal reason for MOTION SPORTS THERAPY LTD processing your personal information is that it is necessary for the performance of a contract between MOTION SPORTS THERAPY LTD and you, and other legitimate interests.

5. Sensitive personal data

MOTION SPORTS THERAPY LTD also holds some special categories or “sensitive” personal data about its clients for the purposes of providing treatment. MOTION SPORTS THERAPY LTD will only hold such data typically with your explicit consent. Where MOTION SPORTS THERAPY LTD is relying on your consent to process the sensitive data you may withdraw it at any time.

6. Storage of personal data

MOTION SPORTS THERAPY LTD will hold personal data for as long as necessary in order to comply with regulatory requirements and/or the terms of applicable insurance policies. Motion Sports Therapy Ltd stores your name, address, date of birth, email address and contact telephone number using the software Writeupp. Motion Sports Therapy Ltd maintains an electronic copy of the

consultation session which has the above details stored on as well as information regarding your presenting injury, findings and subsequent treatments protocols.

Writeupp is password protected and held on a secure server, accessible only to myself via a password protected computer. Any paper documentation is scanned and stored securely within your patient file and the hard copy will be returned to you. Should we require a paper copy, it will be securely stored in a locked filing cabinet accessible only to myself.

Motion Sports Therapy Ltd uses MailChimp which is a platform to email such things as Newsletters up and coming events etc. During the consultation phase, patients are asked if they would object to receiving emails to which their information is NOT uploaded. MailChimp requires patients full name and email address. If you wish for your details to be removed from this platform, then please contact myself and this shall be done in the next 5 working days.

7. Disclosure of personal data

MOTION SPORTS THERAPY LTD may disclose your personal data to another relevant practitioner only with your explicit consent.

8. Face to Face Consultations

Where necessary, MOTION SPORTS THERAPY LTD may disclose your personal data to a relevant organisation/body in light of the COVID 19 pandemic if you are attending a face to face consultation. If your consultation is online then this does not apply.

9. International transfers of personal data

As required by data protection legislation, MOTION SPORTS THERAPY LTD has strict security procedures regarding the storage and disclosure of personal data. MOTION SPORTS THERAPY LTD does not generally, and has no intention to, transfer or process the personal data that is collected about you outside the European Economic Area.

10. Your rights under the General Data Protection Regulation

You have the right to access the personal information MOTION SPORTS THERAPY LTD holds about you. You may also ask MOTION SPORTS THERAPY LTD to correct any errors in such information. In some circumstances you may request that the use of your personal information is restricted, object to its processing and/or request that your information is erased. Please contact MOTION SPORTS THERAPY LTD in relation to any such requests (contact details below).

More information regarding your rights can be found at the website of the Information Commissioners Office (www.ico.org.uk).

If you have any concerns in relation to MOTION SPORTS THERAPY LTD's handling of your personal information, please make contact with MOTION SPORTS THERAPY LTD (contact details below). If your concern is not resolved to your satisfaction, you have a right to lodge a complaint with the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 or 01625 545 745

Fax: 01625 524 510

Email: casework@ico.org.uk

Contact: Mr. Namir Al Ashbal
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07532708887
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