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St Francis Clinic · Annual plan

5
Documents

16/06/2026
Last generated
Active
Status

DocumentsInvoices (1)ComplaintsSettingsCookie banner

DocumentGeneratedAction

Privacy policy
16/06/2026ViewEdit

Cookie policy
16/06/2026ViewEdit

Data retention policy
16/06/2026ViewEdit

GDPR statement
16/06/2026CloseEdit

Appropriate Policy DocumentICO
Internal ICO compliance document — not client-facing
16/06/2026ViewEdit

GDPR Statement

Last updated: 16 June 2026

Our Commitment to Your Privacy

At St Francis Clinic, I believe that protecting your personal information is a fundamental part of the trust between us. When you share something in our sessions, you need to know that information is treated with care and respect. This statement explains in plain terms how I look after your data and what your rights are under UK data protection law.

What Information I Collect

To provide you with effective treatment, I collect and keep:

- Your name and contact details (address, phone number, email)
- Information about why you've come to see me and what you'd like to work on
- Notes from our sessions together
- Relevant medical or health history that helps me understand your situation
- Payment information and invoices

Why I Collect This Information

I need a legal basis under UK GDPR to collect and use your personal information. For St Francis Clinic, these are:

For your general personal information: I rely on Article 6(1)(f) UK GDPR — legitimate interests. Specifically, my legitimate interest in retaining information necessary to provide you with the best possible treatment and to comply with my professional indemnity insurance requirements as a practitioner in private practice.

For your health-related information: Health data requires additional protection under the law. I rely on Article 9(2)(h) UK GDPR — processing is necessary for the provision of health care treatment by a health professional subject to a professional obligation of confidentiality. The additional condition under the Data Protection Act 2018 is Schedule 1, Part 1, paragraph 2 (health or social care). My professional obligation of confidentiality is grounded in the common-law duty of confidence owed by health and wellbeing practitioners to their clients, and the professional standards expected of practitioners in private practice.

My Professional Obligations

I engage in ongoing continuing professional development appropriate to my practice. I do not have a mandatory clinical supervision requirement, and I do not currently engage in peer consultation. This means your information is not routinely discussed with any supervisor or peer group.

Who Has Access to Your Information

Only I have access to your records — they are not shared with any other party except where required by law.

I keep your paper records in a locked filing cabinet in a secure room. No one else has access to this cabinet or to your information.

The only circumstances where information might be shared are:

- Where I am legally required to do so (such as a court order)
- Where there is a statutory obligation (such as certain public health requirements)

When I Might Need to Break Confidentiality

There are rare situations where I may need to share information without your consent:

- If I believe there is a serious risk of harm to you or someone else
- If there are safeguarding concerns about a child or vulnerable adult
- If I receive a court order requiring disclosure

Wherever possible, I will discuss this with you first and explain what I need to do and why.

How Long I Keep Your Records

I keep your records for **8 years after our last session together**. If you were under 18 when we worked together, I keep your records until you reach the age of 25, or for 8 years after our last session — whichever is longer.
This retention period is in line with the Limitation Act 1980 and standard professional indemnity insurance requirements.
At the end of the retention period, paper records are securely shredded.

Your Rights

Under UK data protection law, you have the right to:

- **See your records** — You can ask for a copy of the information I hold about you
- **Correct errors** — If something in your records is wrong, you can ask me to put it right
- **Request deletion** — In some circumstances, you can ask me to delete your information, though I may need to keep certain records for legal or insurance reasons
- **Restrict processing** — You can ask me to limit how I use your information in certain situations
- **Object** — You can object to how I'm using your information
- **Data portability** — You can ask for your information in a format that can be transferred to another provider

If you'd like to exercise any of these rights, just speak to me directly or get in touch using the details below.

Making a Complaint

If you're unhappy with how I've handled your personal information, you have the right under the Data (Use and Access) Act 2025 to raise your concerns.
Please contact me first — I'd like the opportunity to put things right:

- Email: info [at] stfrancisclinic.co.uk
- Online: https://stfrancisclinic.policydiary.co.uk

If you remain dissatisfied, you can complain to the Information Commissioner's Office (ICO):

- Website: ico.org.uk
- Telephone: 0303 123 1113

Data Controller Details

St Francis Clinic is the data controller for your personal information.
Practitioner: Anthony Morgan

ICO Registration Number: 14225253
Email: info [at] stfrancisclinic.co.uk
Website: https://www.stfrancisclinic.co.uk
Regenerate documents →View public page

Add a cookie consent banner to your website
This adds a cookie consent banner to your website, informing visitors about cookies and linking to your compliance documents. Paste before the </body> tag.

```
<script src="https://cdn.policydiary.co.uk/embed.js" data-id="bfe71fb3ed90bf5f" defer></script>
```

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