

# Primary Eyecare (Bexley, Bromley & Greenwich) Ltd

## Data Protection and Privacy Policy

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### **PATIENTS**

## Your privacy

At Primary Eyecare (Bexley, Bromley & Greenwich) Ltd we are committed to the highest privacy standards. However you choose to interact with us, we will only collect data that is necessary for us to deliver the best possible service and ensure you are reminded about appointments or anything else relevant to your ongoing care. This policy provides detailed information on when and why we collect your personal information, how we use it and the very limited conditions under which we may disclose it to others.

### Collection of your Personal Information

In addition to your basic contact information (name, date of birth, telephone numbers and your addresses) we will collect other relevant details including current and past health and medication information, your examination results, and ethnicity. We may also store associated information received from other health care professionals as part of your ongoing care.

### How we use this information

The information we collect about you is used to ensure we provide you with the best and most appropriate services. We may occasionally contact you to ask for your feedback on services we have provided.

### **Our policy on storage, processing and retention of your information.**

To provision and manage our services, your data may be stored and processed by a third-party data processor. Any third-party company is only permitted to process your data for the specified purposes and in accordance with our instructions.

We retain your information for as long as reasonably necessary to provide our services and to maintain records to satisfy tax and other legal requirements.

### **How and when we may share your Personal Information**

Where necessary we may disclose your information to health care professionals including the NHS. We may also pass information to external agencies and organisations, including the police, for the prevention and detection of fraud and criminal activity. Should any claim be made, we may pass your personal information to our insurers and if our business is wholly or partially transferred to a third party, your personal information may be one of the transferred assets.

### **Your rights with respect to the Personal Information we hold**

You are entitled to access the personal information that we hold on you; any such request should be made using our contact details below. If any data we hold is inaccurate, this will be corrected promptly on request. In certain circumstances you can request that we erase your data which we will do where this would not prevent us meeting our legal and regulatory obligations.

#### **Updating your communication preferences**

You may ask that we do not send you communications using any of the contact details we hold on our records, this may include your email, SMS, telephone and postal information.

#### **Use of Cookies**

A cookie is a small text file containing information that a web site transfers to your computer's hard disk for record-keeping purposes. A cookie cannot give us access to your computer or to your personal information. Most web browsers automatically accept cookies; consult your browser's manual or online help if you want information on restricting or disabling the browser's handling of cookies. If you disable cookies, you can still view the information on our web site, but the functionality of certain areas may be reduced.

#### **Privacy Policy Updates**

We reserve our right to make any changes and updates to this privacy policy without giving you notice as and when we need to. Our most up to date privacy policy is always available on our website.

#### **Contacting us**

You can reach Primary Eyecare (Bromley, Bexley & Greenwich) Ltd by the following methods:

**By email: [tina.futcher-smith@nhs.net](mailto:tina.futcher-smith@nhs.net)**

**By telephone: 020 8663 9014**

**By post: Primary Eyecare (Bromley, Bexley & Greenwich) Ltd  
Unit 3, Thayers Farm Road, Beckenham, Kent BR3 4LZ**