

## Orchid Rehabilitation Ltd.

## **Privacy Policy**

Last updated: 11.3.2020

Orchid Rehabilitation is a private Physiotherapy practice at 10 Highbury Close, Salisbury, SP2 7HA. We may process "personal data" and/or "special category data" as defined in UK data protection legislation. This processing may be on our own behalf or on behalf of our clients – either way we process data as part of our contracted services.

We realise the importance of confidentiality. Data may be processed on paper and/or in electronic formats. When processed electronically, data may be held on a private cloud based system and/or on a local server. Regardless of how data are processed, all feasible security measures are in place. Where we may utilise the services of another company, all due diligence has taken place to ensure security of data.

Data may be shared with third parties as part of our contracted services and/or if we are required by law to do so. "Third parties" may include specialist contractors we may include in specific projects for clients. We cannot accept any liability for any processing conducted by a third party outside our remit.

As part of our compliance, we have conducted a cookie audit on our website. Cookies are internet files used by the system to view websites and their content. We utilise analytical cookies to help us monitor and develop our site, and for targeted advertising. None of the cookies we use are intrusive on your system. You are at liberty to turn off cookies through your browser but you should be aware that this may affect your viewing experience.

None of the above affects your rights under the legislation, in particular your right to access the data we hold on you. If you wish to request a copy of your data, please submit it in writing/email to the Company. Please include enough information to enable us to identify you and search for appropriate data.

If you are dissatisfied with this policy, have queries about our data protection procedures or wish to lodge a complaint, please contact the company in the first instance. Thereafter you have the right to submit a complaint to the Supervisory Authority, the Information Commissioner's Office (ICO):

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