

## Data Protection Policy (EU General Data Protection Regulations, 2018)

### Organisation

Kate McCulla Nutrition

### Data Controller

Kate McCulla, owner Kate McCulla Nutrition

### How is information collected?

Only information provided voluntarily by you will be collected. This will be through email communication, telephone conversations, and information provided at face-to-face meetings.

### What information may be collected?

The following information will be collected:

- Personal details – name, address, telephone number, email address
- Medical information (as applicable) – GP details, medical history, medication
- Anything else that is relevant to your care

### Why is this information collected?

Information collected will be used ONLY to help in the delivery of your care. Information collected by Kate McCulla Nutrition must meet the standards set down by The British Dietetic Association Standards for Record Keeping and comply with Health and Care Professions Council Standards of Proficiency.

### Where will my information be stored?

Your information will be stored in a personal folder on a password protected business PC.

### How long will my information be kept?

Information will be kept for 7 years, in line with NHS practices (subject to your rights below)

### Your rights

You have the right to:

- See the information held about you at any time
- Request your records are deleted at any time
- Complain about how your information has been handled – direct to 27 Newton Heights, Belfast, BT8 6HA

### Who will my information be shared with?

No-one

**Kate McCulla Nutrition will take your privacy seriously**