

MOTIONrehab Privacy Policy

Your privacy

At MOTIONrehab we are committed to the highest privacy standards. We only collect data that is relevant to your ongoing care and is necessary for us to deliver the best possible service from our therapists. 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, findings from assessments, payment details and lifestyle information. 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 treatment. In addition to your ongoing rehabilitation, we may remind you when appointments are due or inform you of new services that we believe would be of interest. We use your contact information to respond to queries from you. We may occasionally contact you to ask for your feedback on services we have provided and to offer the opportunity to trial new treatments/therapies.

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

To provision and manage our services, your data is stored and processed by Private Practice Software (PPS) is our flagship product. It is a Patient and Practice Administration software package and is developed and owned entirely by Rushcliff Ltd. The cloud-based system, including PPS Hosted and PPS Express host our data. This means that your data is held in state-of-the-art secure UK data centres managed by iomart, one of the UK's leading data centre providers. Rushcliff Ltd's supplier is ISO 27001 certified and employs an array of methods to ensure that your data is kept safe, secure and accessible within their UK facilities. 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 medical records legislation and accountancy 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. You may also request we restrict our communications to clinically necessary messages. Your personal preferences can be changed at any time by using the contact information below.

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 MOTIONrehab by email info@motionrehab.co.uk telephone: **0800 8600 138**, or by post at our administration office; **Spring House, Rear of 5 Franklin Mount, Harrogate, HG1 5EJ**

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