CPET SERVICE PRIVACY STATEMENT

Purpose

We are committed to protecting your personal information and being transparent about what information we hold about you.

Using personal information allows us to develop a better understanding of our patrons and in turn to provide you with relevant and timely information about the work that we do.

The purpose of this statement is to give you a clear explanation about how we collect and use the information we collect from you directly.

What data do we collect?

Information you give us

We keep a record of and process data when you visit us for a CPET. This can include information such as your name, DOB, and medical history. This data is stored unidentified, i.e. without any identifiable information attached.

Information about your interactions with us

When you generate data during the CPET we store a record of this.

Information from third parties

We occasionally receive information about you from third parties. For example, when a referral form is sent to us we access information about your medical history and contact details for the purpose of booking appointments.

What do we do with your data?

Communications

We aim to communicate with you about the work that we do in ways that you find relevant, timely and respectful. To do this, we use data that we have been given about you, such contact details, as well as any preferences you may have regarding appointments.
We use our legitimate organisational interest as the legal basis for communications by post and email.
In the case of postal mailings, email, or phone calls, you may object to receiving these at any time using the contact details at the end of this policy. Please bear in mind that this does not apply to telephone calls that we may need to make to you related to your appointment.

Your data is stored in a secure, locked cabinet, and in a password protected document.

**When we share your data**

Other than where the CPET department has an obligation, data is not normally shared with any external third party unless we have your express consent to do so.

The only occasions on which the CPET department might have to share data with a third party without express consent would be when processing is necessary to protect the vital interests of a data subject or another person.

**How long we keep your data**

We store your personal information for a maximum period of 20 years.

**How you can access your data**

To access your data and to update your preferences, please contact the CPET department on 07849 016074 (Mondays-Fridays, 9am-4pm).

This privacy statement was last updated on 25 May 2018.