

Sycamore House Bristol

Kingswood Estate

PRIVACY NOTICE

In line with European General Data Protection Regulations (GDPR), with the Information Commissioner's Office. Sycamore House is obliged to share the following information regarding how your data is protected:

What information does Sycamore House hold?

Sycamore House collects the following information: practitioners name, address, phone number, email address, qualifications, insurance details, professional membership details, records of written conversations (emails and letters).

What happens with your information?

The information you provide when we contract is stored securely as a paper record; Names, email addresses, phone numbers of practitioners are stored securely on Sycamore House files on an encrypted disc and computer, and on the practice managers phones. Paper records are stored in a locked cabinet. Your contact information, or any paper copies i.e. contracts, will be kept for three years beyond end of our contract unless you explicitly ask us to destroy them before this date.

Sycamore House will use your phone number, email or address to contact you to conduct the business outlined in our contract and to reply to you if you make contact with Sycamore House. Your data won't be shared with a third party unless you ask Sycamore House to do so, or unless obliged to by a court of law. In this unlikely event we would aim to inform you first.

We also maintain and hold a data base of practitioner's enquiries. We will seek to gain explicit consent to hold these details. Contact details will be used to notify of upcoming events, newsletters and reminders of our services.