**Privacy notice**

This privacy notice is intended for visitors to my Acupuncture clinic only.

**Recording customer details: how I use your information**

To support NHS Test and Trace (which is part of the Department for Health and Social Care) in England, I have been mandated by law to collect and keep a limited record of staff, customers and visitors who come onto my premises for the purpose of contact tracing.

By maintaining records of customers and visitors, and sharing these with NHS Test and Trace where requested, I can help to identify people who may have been exposed to the coronavirus.

As a customer/visitor of Jensen Acupuncture you will be asked to provide some basic information and contact details. The following information will be collected:

* the names of all customers or visitors, or if it is a group of people, the name of one member of the group
* a contact phone number for each customer or visitor, or for the lead member of a group of people
* date of visit and arrival time and departure time

The venue/establishment as the data controllers for the collection of your personal data, will be responsible for compliance with data protection legislation for the period of time it holds the information. When that information is requested by the NHS Test and Trace service, the service would at this point be responsible for compliance with data protection legislation for that period of time.

The NHS Test and Trace service as part of safeguarding your personal data, has in place technical, organisational and administrative security measures to protect your personal information that it receives from the venue/establishment, that it holds from loss, misuse, and unauthorised access, disclosure, alteration and destruction.

NHS Test and Trace have asked me to retain this information for 21 days from the date of your visit, to enable contact tracing to be carried out by NHS Test and Trace during that period. I will only share information with NHS Test and Trace if it is specifically requested by them.

For example, if another customer at the venue reported symptoms and subsequently tested positive, NHS Test and Trace can request the log of customer details for a particular time period (for example, this may be all customers who visited on a particular day or time-band, or over a 2-day period).

I will require you to pre-book appointments for visits and complete a form on arrival.

Under government guidance, the information I collect may include information which I would not ordinarily collect from you and which I therefore collect only for the purpose of contact tracing. Information of this type will not be used for other purposes, and NHS Test and Trace will not disclose this information to any third party unless required to do so by law (for example, as a result of receiving a court order). In addition, where the information is only collected for the purpose of contact tracing, it will be destroyed by me 21 days after the date of your visit.

However, the government guidance may also cover information that I would usually collect and hold onto as part of my ordinary dealings with you (perhaps, for example, your name, date of birth and phone number). Where this is the case, this information only will continue to be held after 21 days and I will use it as I usually would, unless and until you tell me not to.

Your information will always be stored and used in compliance with the relevant data protection legislation.

The use of your information is covered by the General Data Protection Regulations Article 6 (1) (c) – a legal obligation to which I as a venue/establishment are subject to. The legal obligation to which I am subject, means that I am mandated by law, by a set of new regulations from the government, to co-operate with the NHS Test and Trace service, in order to help maintain a safe operating environment and to help fight any local outbreak of corona virus.

By law, you have a number of rights as a data subject, such as the right to be informed, the right to access information held about you and the right to rectification of any inaccurate data that I hold about you.

You have the right to request that I erase personal data about you that I hold (although this is not an absolute right).

You have the right to request that I restrict processing of personal data about you that I hold in certain circumstances.

You have the right to object to processing of personal data about you on grounds relating to your particular situation.

If you are unhappy or wish to complain about how your information is used, you should contact me in the first instance to resolve your issue.

If you are still not satisfied, you can complain to the Information Commissioner’s Office. Their website address is [www.ico.org.uk](https://ico.org.uk/).

Jacqueline Jensen

49 Hathaway Green Lane

Stratford upon Avon

CV37 9HX

Contact number: 07867988318

I keep my privacy notice under regular review, and I will make new versions available on my privacy notice page on www.jensenacupuncture.co.uk. This privacy notice was last updated on 16 September 2020.

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