



Privacy Policy – General Data Protection Regulation

At AJF Laboratories we take seriously our responsibilities when handling information.

Clinical Patients

Information is restricted to what we have been given by the patient (e.g. name, address, telephone number) and their clinical record. This information is **never** passed to a third party without the patients consent and, where consent has been given, it is limited to that required to enable appropriate treatment. Examples of this include referral to a consultant or GP.

Clinical records are kept securely at all times and are retained in accordance with the latest guidelines, after which time they are disposed of in a secure manner.

Practitioners

Any information passed to AJF Laboratories in relation to a patients treatment (e.g. prescription form) is **never** divulged to a third party. The information is kept securely at all times. To facilitate further input from AJF Laboratories (e.g. extra pair of orthoses) information is kept up to a maximum of twelve months, after which time it is disposed of in a secure manner.

For further information please contact AJF Laboratories on 01746 780241 or email at ajflabs@aol.com