

Harley Health Village - Privacy Notice

This Privacy Notice provides details of the personal data we collect from you, what we do with it, how you might access it and who it might be shared with.

Our Contact Information (Data Controller)

Harley Health Village

64 Harley Street
W1G 7HB
United Kingdom

Company Email: admin@harleyhealthvillage.co.uk

What we do with your personal data

We process personal data only for the purpose for which they are collected. The purpose is dependent on whether you use only our website, or additionally, our services. If you use our services you are required to register and we collect your personal data. We use this personal data for the provision of the service or the performance of the contract. We may use your personal data for other similar purposes, including marketing and communications, but that will only occur in the case we have your consent or another legal justification for doing so.

From our **Patient's** we process and retain personal data for the following purposes and periods, with the applicable legal basis.

Processing purpose	Legal basis	Retention period
Administrative enquiries	we have the data subject's consent	9 Years
Archiving	we have the data subject's consent	9 Years
BCIR	we have to comply with a legal obligation	Until consent withdrawn
Discharge Book	we have the data subject's consent	9 Years
Theatre Book	we have the data subject's consent	9 Years
PHIN	we have to comply with a legal obligation	Until service completed
Operation List Digital	we have the data subject's consent	9 Years
Operation List Printed	we have the data subject's consent	
Legal and regulatory compliance	we have to comply with a legal obligation	9 Years
Patient Clinical Pathway	we have the data subject's consent	9 Years
Patient Satisfaction	we have to comply with a legal obligation	Until service completed
Cloud based Servers	it's in our legitimate interest (Industry specific regulation, standards	Until consent

	and intelligence)	withdrawn
Controlled Drugs Book	we have the data subject's consent	9 Years
Post Op Checks	we have the data subject's consent	9 Years
Audits	we have to comply with a legal obligation	1 year
Registration Form	we have the data subject's consent	9 Years
Patient Labels	we have the data subject's consent	9 Years
Invoicing	we have the data subject's consent	2 Years
Booking Form	we have the data subject's consent	6 Months

What personal data do we collect?

The personal data we collect depends on whether you just visit our website or use our services. If you visit our website, you do not need to provide us with any personal data. However, your browser transmits some data automatically, such as the date and time of retrieval of one of our web pages, your browser type and settings, your operating system, the last web page you visited, the data transmitted and the access status, and your IP address.

If you use our services, personal data is required to fulfill the requirements of a contractual or service relationship, which may exist between you and our organisation.

We collect:

- Admission Date
- Admission Time
- Age
- Anaesthetist Name
- Consultant Name
- Discharge Date
- Discharge Nurse Name
- Discharge Time
- Email, Social Networks
- Ethnicity
- Family
- GP name and address
- HHV Number
- Hospital Number
- Identification Number
- Location Information
- Name
- National Insurance Number
- Next of Kin
- NHS Number
- Patient number
- Post Code
- Procedure Information
- Referral
- Satisfaction Feedback
- Sex
- Telephone contact details

We collect sensitive personal data and do so under the following legal basis:

- Breast Implant Details
 - 9(2)(a) - Explicit consent of the data subject
- Clinical treatment
 - 9(2)(a) - Explicit consent of the data subject
 - 9(2)(h) - For purposes of medicine, health or social care or health professionals
- Drug Dosage
 - 9(2)(h) - For purposes of medicine, health or social care or health professionals
- Health
 - 9(2)(a) - Explicit consent of the data subject
- Known allergies
 - 9(2)(a) - Explicit consent of the data subject
 - 9(2)(h) - For purposes of medicine, health or social care or health professionals
- Medical reports
 - 9(2)(a) - Explicit consent of the data subject
- NHS Number
 - 9(2)(a) - Explicit consent of the data subject
- Racial or Ethnic Origin
 - 9(2)(h) - For purposes of medicine, health or social care or health professionals
 - 9(2)(a) - Explicit consent of the data subject
- Results of assessments
 - 9(2)(a) - Explicit consent of the data subject
- Results of blood tests
 - 9(2)(a) - Explicit consent of the data subject
 - 9(2)(h) - For purposes of medicine, health or social care or health professionals
- TTO's (Discharge Drugs)
 - 9(2)(h) - For purposes of medicine, health or social care or health professionals

Who might we share your personal data with?

To maintain and improve our services, your personal data may need to be shared with or disclosed to service providers, other Controllers or, in some cases, public authorities. We may be mandated to disclose your personal data in response to requests from a court, police services or other regulatory bodies. Where feasible, we will consult with you prior to making such disclosure and, in order to protect your privacy, we will ensure that we will disclose only the minimum amount of your information necessary for the required purpose.

We transfer personal data to the following organisations and countries:

Data subject type	Organisation name	Type	Country
Patient's	Breast and Cosmetic Implant Registry	Controller	United Kingdom
Patient's	PHIN	Controller	United Kingdom
Patient's	Regulatory Governing Bodies	Controller	United Kingdom
Patient's	User Companies & Surgeons	Controller	United Kingdom

How do we look after personal data

We limit the amount of personal data collected only to what is fit for the purpose, as described above. We restrict, secure and control all of our information assets against unauthorised access, damage, loss or destruction; whether physical or electronic. We retain personal data only for as long as is described above, to respond to your requests, or longer if required by law. If we retain your personal data for historical or statistical purposes we ensure that the personal data cannot be used further. While in our possession, together with your assistance, we try to maintain the accuracy of your personal data.

How can you access your personal data?

You have the right to request access to any of your personal data we may hold. If any of that information is incorrect, you may request that we correct it. If we are improperly using your information, you may request that we stop using it or even delete it completely.

If you would like to make a request to see what personal data of yours we might hold, you may make a request from our company website or [here](#).

Where you have previously given your consent to process your personal data, you also have the right to request that we port or transfer your personal data to a different service provider or to yourself, if you so wish.

Where it may have been necessary to get your consent to use your personal data, at any moment, you have the right to withdraw that consent. If you withdraw your consent, we will cease using your personal data without affecting the lawfulness of processing based on consent before your withdrawal.

Our Supervisory Authority

You have the right to lodge a complaint with any Supervisory Authority. See our Supervisory Authority contact details below

The Information Commissioner's Office
Water Lane, Wycliffe House
Wilmslow - Cheshire SK9 5AF
United Kingdom
international.team@ico.org.uk
+44 1625 545 745
www.ico.org.uk