

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
Telephone: +442076314779
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 **Partner Firm Contact** 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	6(1)(a) - we have the data subject's consent	9 Years
Archiving	6(1)(a) - we have the data subject's consent	9 Years
Supporting evidence for tax return - Supporting evidence for tax returns - Child Benefit	6(1)(c) - we have to comply with a legal obligation	Until consent withdrawn
Supporting evidence for tax return - Supporting evidence for tax returns - Bank Statements	6(1)(a) - we have the data subject's consent	9 Years
Supporting evidence for tax return - Supporting evidence for tax returns - Blind Person's Allowance	6(1)(a) - we have the data subject's consent	9 Years
Supporting evidence for tax return - Seminar List	6(1)(c) - we have to comply with a legal obligation	Until service completed
Supporting evidence for tax return - Supporting evidence for tax returns - Chargeable Events certificate	6(1)(a) - we have the data subject's consent	9 Years
Supporting evidence for tax return - Supporting evidence for tax returns - Certificate of Residence	6(1)(a) - we have the data subject's consent	
Legal and regulatory	6(1)(c) - we have to comply with a legal obligation	9 Years

compliance

Supporting evidence for tax return - Supporting evidence for tax returns - agent rental statements	6(1)(a) - we have the data subject's consent	9 Years
Supporting evidence for tax return - Supporting evidence for tax return - Partnership Profit Share	6(1)(c) - we have to comply with a legal obligation	Until service completed
Supporting evidence for tax return - Supporting evidence for tax returns - Self employed Invoices	6(1)(f) - it's in our legitimate interest (Industry specific regulation, standards and intelligence)	Until consent withdrawn
Supporting evidence for tax return - Supporting evidence for tax returns - Self employed Supplier Expenses	6(1)(a) - we have the data subject's consent	9 Years
Supporting evidence for tax return - Supporting evidence for tax returns - Share Certificate	6(1)(a) - we have the data subject's consent	9 Years
Supporting evidence for tax return - Supporting evidence for tax returns - Supplier Agreements e.g. furniture, plumber	6(1)(c) - we have to comply with a legal obligation	1 year
Supporting evidence for tax return - Supporting evidence for tax returns - Tangible Assets e.g painting	6(1)(a) - we have the data subject's consent	9 Years
Supporting evidence for tax return - Supporting evidence for tax returns - Trade and/or Union Membership	6(1)(a) - we have the data subject's consent	9 Years
Supporting evidence for tax return - Supporting evidence for tax returns - Trust Deed	6(1)(a) - we have the data subject's consent	2 Years
Supporting evidence for tax return - Supporting evidence for tax returns - Trust Income Statement	6(1)(a) - 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:

- Identifiers-Key Contact - Name
- Telephone contact details
- Financial data-Client - Private Pension Information
- Name
- Location Information
- Identification Number
- Identifiers-Key Contact - Phone Number
- Family
- Email, Social Networks
- Identifiers-Shareholder - Nationality
- Identifiers-Shareholder - Residential Address
- Identifiers-Shareholder - Service Address
- Identifiers-Family Names
- Identifiers-Contact - IP Address
- Identifiers-Contact - Telephone Number
- Identifiers-Death in service form
- Identifiers-Other BR Staff Name
- Identifiers-Connection - Current Job Title
- Identifiers-Connection - Email Address
- Identifiers-Insurance Broker - Account Executive name
- Identifiers-Insurance Broker - Account Executive phone number
- Identifiers-BR Staff home number
- Identifiers-BR Staff mobile phone
- Identifiers-Building Manager name
- Identifiers-Employee Phone Number
- Identifiers-Disciplinary Notes - Name
- Identifiers-Telephone Number

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

- 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
- Medical reports
 - 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
- Known allergies
 - 9(2)(h) - For purposes of medicine, health or social care or health professionals
 - 9(2)(a) - Explicit consent of the data subject
- NHS Number
 - 9(2)(a) - Explicit consent of the data subject
- Breast Implant Details
 - 9(2)(a) - Explicit consent of the data subject
- TTO's (Discharge Drugs)
 - 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
- Racial or Ethnic Origin
 - 9(2)(a) - Explicit consent of the data subject
 - 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
Partner Firm Contact	Breast and Cosmetic Implant Registry (1)	Controller	United Kingdom
Partner Firm Contact	PHIN (1)	Controller	United Kingdom
Partner Firm Contact	Regulatory Governing Bodies (1)	Controller	United Kingdom
Partner Firm Contact	User Companies & Surgeons	Controller	United Kingdom

When a Processor or Controller is in a country outside the EU, we apply the necessary safeguards which may include, confirming whether the EC approves of transfers to the country, whether we need to use the EC's model contracts or, if the transfer is internal to our organisation, commitment to Binding Corporate Rules. Details of these safeguards may be obtained by contacting us directly.

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.

What happens with my personal data if my Surgery is cancelled?

In instances where surgery has not taken place or the patient's journey has not begun due to various reasons, Harley Health Village will deposit any physical documentation into our SHRED-IT box on the Lower Ground. Shred-it UK is an i-SIGMA member, adhering to the stringent security practices and procedures established by the International Secure Information Governance & Management Association™ (i-SIGMA®). They adhere to GDPR guidelines in ensuring the destruction of any deposited documents to ensure no data is lost or misplaced.

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.

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.

Information Commissioner's Office
Water Lane, Wycliffe House
Wilmslow - Cheshire SK9 5AF
United Kingdom
casework@ico.org.uk
+44 303 123 3113
www.ico.org.uk