



Dr Julia Sen
MEDICAL . SURGICAL . AESTHETIC

PRIVACY POLICY

Our contact details

Name: Dr Julia Sen Ltd.

Address: Dr Julia Sen Health & Wellness, 52 Barbourne Road, Worcester. WR1 1JA

Phone Number: 07939 286850

E-mail: hello@drjuliasen.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Professional Qualifications, records of mandatory training, appraisal and revalidation (as appropriate to role).
- References
- Vaccination status (where appropriate to provision of healthcare)
- Bank details (where directly employed by Dr Julia Sen Ltd)
- National Insurance Number
- Proof of ID (for example, passport/driving licence)
- Proof of Address (for example, utility bill)

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

Personal identifiers

Provided by the employee: Confirmation of identity of an employee and their right to work in the UK.



Professional Qualifications, records of mandatory training, appraisal and revalidation

Provided by the employee: To ensure the employee is appropriately qualified for the role for which they are being engaged and undertakes the required appraisal/revalidation of their professional body to maintain a safe level of practice.

References

To provide evidence from current/former colleagues/employers of the employee's good professional standing and character.

Vaccination status

To ensure that the employee has received the appropriate vaccinations to protect themselves and patients of the Midland Aesthetics Clinic from preventable infectious diseases.

Bank details

For payment of salary directly into nominated bank account.

We use the information that you have given us in order to pay your salary, ensure you have received appropriate clinical competence within the compliance with CQC and HMRC requirements.

We will not share this information without the employee's permission except if legally required to do so.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting Dr Julia Sen**
- (b) We have a contractual obligation.**
- (c) We have a legal obligation.**
- (d) We have a vital interest.**
- (e) We need it to perform a public task.**
- (f) We have a legitimate interest.**

How we store your personal information

Your information is securely stored electronically on an external hard drive at the registered company address.



Dr Julia Sen

M E D I C A L . S U R G I C A L . A E S T H E T I C

We keep all information for 12 months beyond the termination of contract. We will then dispose your information by permanent disposal of electronic file.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at hello@drjuliasen.co.uk if you wish to make a request.



Dr Julia Sen

MEDICAL . SURGICAL . AESTHETIC

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at Julia.sen@nhs.net.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>