**Dr Ian Sibley-Calder MBBS,DRCOG**

5 Station Road, Cranswick, YO25 9QZ

**Privacy Statement:** *Dr Sibley-Calder* is committed to protecting your personal information and complying with the GDPR Act 2018. This statement sets out how *Dr Sibley-Calder* may use and process such personal information.

In the course of your engagement with *Dr Sibley-Calder* you will be required to provide, and *Dr Sibley-Calder* will collect, various pieces of personal information. This may include, without limitation, your name, address, date of birth, national insurance number, copy of photo ID, job role, health records.

This information will be used by *Dr Sibley-Calder* for the purposes of undertaking regulatory medicals, record keeping, and investigating any incidents which occur on *Dr Sibley-Calder’s* premises. The information will be stored mainly on paper records and kept securely, or on his personal computer which is password protected.

***Dr Sibley-Calder will never give out your personal information for marketing purposes.***

The personal information *Dr Sibley-Calder* collected may be transferred to, processed, and stored at, a destination outside of *Dr Sibley-Calder* premises. In the event of such a transfer, *Dr Sibley-Calder* will take all steps reasonably necessary to ensure that your information is treated securely and in accordance with this Privacy Statement. ( e.g. to regulators such as the CAA/HSE)

All records will be kept at least 10 years after the last data was inputted.

**Data Controller:** *Dr Sibley-Calder* is the Data Controller for the purpose of the GDPR Act 2018 at 5 Station Road, Cranswick, YO25 9QZ.

**Sensitive Information:** Certain information is considered sensitive under the GDPR Act 2018. This includes, for example, health records. Such information will only be collected, processed or transferred by *Dr Sibley-Calder* where *Dr Sibley-Calder* believes it is strictly necessary, such as to deal with medical emergencies, legal requirements or requirements by Regulating Bodies.

If you feel uncomfortable providing any of the information requested by *Dr Sibley-Calder* then please do not hesitate to raise your concerns with Dr Sibley-Calder. You have the right to complain to the ICO if you feel there is a problem with the way that I handle and store your information.

**Questions:** If you have any questions regarding this privacy statement then please feel free to contact Dr Sibley-Calder.

You have the right to any of the information that *Dr Sibley-Calder* hold about you. If you would like a copy of some or all of your personal information please contact Dr Sibley-Calder with photo ID. This information has to be provided to you within 30 days.