

# W. H. ASHWORTH AND SON LIMITED

## DATA HANDLING POLICY

As required by The Data Protection Act 1998 and Freedom of Information Act 2000

Information - we keep records of our information about you as a mixture of paper and/or computer records. Everyone in the practice is aware of the confidential nature of these records and will only use or release this information in accordance with the law. You will need to provide us with your consent if you wish us to pass your information to another optometrist.

If you are an NHS patient, the NHS may ask to see the portion of your record that relates to NHS services provided. Such information will only be given to the NHS in strictest confidence. You are entitled to a copy of your records, although there may be an administrative charge. If you wish to see your records, please ask Ian Ashworth and we will respond as quickly as possible and in any case are required to do so within 40 days.

If you require independent advice, contact the Information Commissioners Office at [www.ico.gov.uk](http://www.ico.gov.uk).

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