

Copyright notice

Please see the Copyright section at the end of this document.

Information about Dr Fleur Cattle

[trading as a sole trader “Dr Fleur Cattle”]

Principal activities

Expert Witness medicolegal services

About our Privacy Notice

Dr Fleur Cattle is committed to protecting your privacy and legal rights when dealing with your personal information. This Privacy Notice intends to provide clear and understandable details about the information we process about you, how we use and protect it. It also provides information about your rights that relate to the data we process.

If you have any queries about this Privacy Notice, if you are not sure what something means, or if you wish to contact us about personal information we hold, please email us at:

fleur@fleurcattle.co.uk

Dr Fleur Cattle, trading as ‘Dr Fleur Cattle’ is registered with the Information Commissioners Office, registration number **ZB289275** under the name **Dr Fleur Cattle**, the Data Controller.

The right to object

You have the right to object to processing of your data. Please contact us in the first instance if you wish to object.

Definitions of terms within this Privacy Notice

‘we’, ‘our’, ‘us’, ‘Company’ is a direct reference to Dr Fleur Cattle.
‘services’ means

services provided by us, as defined in 'Scope of Services'.

UK-GDPR means the **United Kingdom General Data Protection Regulations** that come into force on 1st January 2021, and are tailored by the Data Protection Act 2018.

'ICO' means the Information Commissioner's Office and will also refer to any successor to it as the UK data protection authority.

Data Protection Laws means the Act, UK UK-GDPR, the Regulation of Investigatory Powers Act 2000, the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 (SI 2000/2699), the Electronic Communications Data Protection Directive (2002/58/EC), the Privacy and Electronic Communications (EC Directive) Regulations 2003 (SI 2426/2003) and all applicable laws and regulations relating to the processing of personal data and privacy, including where applicable the guidance and codes of practice issued by the ICO or any other supervisory authority, and the equivalent of any of the foregoing in any relevant jurisdiction.

Data Controller, Data Processor, Data Subject and Personal Data all have the meaning given to them in the Act and GDPR.

Website or site means the Company's website at <https://www.fleurecantle.co.uk>

'personal information' means either Personal Data or Special Category data, as defined by the GDPR.

Privacy Notice scope

This Privacy Notice will apply to any person who's data we process for medicolegal reporting and that data has been released to us by your instructing party, when said party has obtained your consent to release the information to us.

You may be reading a printed version of our Privacy Notice, which may not be the latest version. Please view the [current Privacy Notice](#) on our website, or contact us using the contact details at the beginning of this Privacy Notice to request a copy of the Privacy Notice via email, in Adobe PDF format.

Scope of Services

Dr Fleur Cantle provides the following services.

- Expert Witness level medicolegal consulting

Securing your personal information

Data protection laws require us to take appropriate technical and organisational measures to prevent unlawful access or processing of personal information, that the Data Controller for Dr Fleur Cante, are responsible for implementing.

The level of technical safeguarding of data should be appropriate to the nature of information in question, and the harm that might result from its improper use, or from its accidental deletion or destruction.

The following list shows some of the technical and organisational measures we put in place to ensure the safety and integrity of your data.

- Dr Fleur Cante and her medicolegal practice administrative staff are trained in the appropriate handling of personal information and how to respond to a data breach
- We practice common sense cybersecurity requirements, such as locking screens when away from them, ensuring Windows / Mac OS updates are installed on release
- Where possible, we use two factor authentication for key systems
- We ensure passwords are changed regularly on our systems
- We don't use systems aimed purely at consumers, such as Gmail personal, Dropbox personal and Hotmail
- We ensure we encrypt all our hardware that will store personal information, using industry standard encryption methods
- We use Egress Switch, which is an industry leading email encryption technology, to communicate with the instructing party
- Our third party providers of systems used to process your personal data are compliant with Data Protection laws and requirements, and we also have effective data restore capabilities to ensure your data can be recovered.

How we collect personal information from you

- We will collect and process Standard and Special Category personal information from your instructing legal party.

Categories of personal information that we process

Standard personal information which can include (but not limited to)

- name
- address(es)
- email address(es)
- telephone number(s)
- occupation
- date of birth
- next of kin or similar contact details
- account details relating to your private medical insurance provider

Special Category personal information This is personal information *specifically* relating to your:

- race
- ethnic origin
- religion
- genetics
- health, both physical and mental
- sex life
- sexual orientation

Special Category personal information relating to **health** can include (but is not limited to) clinical notes, examination findings, medical imaging data related to your care, diagnostic test results, correspondence and communications from other clinical professionals which relates to your current or past clinical care.

What we use your personal information for

We will process your personal information for reasons set out in this Privacy Notice. By law, we need to have a lawful basis or bases for processing your Standard personal information and a lawful basis or bases for processing your Special Category personal information. Additionally, for Special Category personal information, we are required to identify a condition or conditions for processing this data (as well as a lawful basis or bases).

These two types of personal information are discussed above in the section “Categories of personal information that we process”

Standard personal information

We process Standard personal information about you if it is determined:

- It is in our **Legitimate Interests**. Details of what constitutes Legitimate Interests are detailed below.

Standard personal information - Legitimate Interests

The law requires us to our balance the processing of your Standard personal information against your interests, rights and freedoms. We conduct a legitimate interests assessment (LIA) to ensure that the Standard personal information we process does not override your interests, rights or freedom that relate to your information.

The Legitimate Interests we have identified that allow us to process your Standard personal information are:

- To provide medicolegal opinions to your instructing party, as a suitably experienced Expert Witness

Special Category personal information

We undertake to process this information in line with Data Protection Laws as defined in the section “Definitions of terms within this Privacy Notice” within this document.

We process Special Category personal information about you if it is determined:

The conditions under which we need to process your Special Category personal information are:

- Processing is necessary as a Legitimate Interest, in order to serve as a suitably experienced Expert Witness and provide a medical opinion on the facts of the case to your instructing party.
- Processing is necessary for the establishment, exercise or defence of legal claims (for example, to process a legal claim against us, including your personal information provided to our regulatory body if lawfully requested)

Sharing your personal information

We do not anticipate sharing your information with anyone other than your instructing party, unless:

- People or organisations that we are required by law or our regulatory body to share your personal information with;
- The police or other law enforcement agencies, where we are either required by law or a court order;
- A parent or legal guardian if you are a minor;
- Any person that you have authorised us to share information with

Transferring information outside the boundaries of the EEA (European Economic Area)

Generally, we store your personal information on secure systems that reside within the EEA. Where we store systems that are outside of the EEA, we will ensure that there are suitable contractual or other safeguards in place to protect your data.

These measures may include data controller (us) to data processor contracts who we have checked have the required data protection law compliance, or ensuring your data is transmitted from the EEA to other global areas in a highly encrypted format, that is then stored on secure systems using “zero knowledge” encryption. This means your data cannot be decrypted by a data processor.

How long do we keep your personal information for

We will store any information we are processing in line with the NHS Code of Practice for retention of medicolegal related information, which is 10 years after the legal case is closed. This will be 10 years after the last correspondence from your instructing party.

We will also store information to ensure we can deal with any legal claims that arise from the instructing party using our services, and the data will be stored for as long as is required and advised by our legal counsel.

Your rights on us processing your personal information versus us storing your personal information are discussed in the section ‘Your rights’, below.

Your rights

You have the following rights, however please note, that the rights are not absolute. The only absolute right you have is to request that we do not use your personal information for direct marketing.

Please do contact us if you are unsure about your rights as detailed below. We will always endeavour to help explain how your rights apply to the personal information we process, for our specified lawful reasons.

The right to be informed

We need to inform you the name and contact details of our organisation, which is at the top of this document.

You have the right to be informed about how we collect and use your personal data. We are obliged to provide this right to be informed in a clear and concise manner.

This Privacy Notice you are reading is designed to inform you how we collect and use your personal data.

The right of access

You have the right to confirmation that your data is being processed and to view this information. This is known as a Subject Access Request or 'SAR', but you do not have to specify this term when requesting your personal information from us. You also have the right to request a copy of your personal data that we process.

We will need to identify you using reasonable means before we will start the process of collating your personal information.

Once we have successfully identified you, we will reply to any requests for your personal information (SARs) within 30 days, unless we deem the request to be complex, or repetitive, where we will notify you that we may take an additional two months to provide your personal information.

We will not charge you to request information from us. However, we will charge a reasonable fee if the request for information is repetitive. If we've provided information to you and you wish to request it again, we ask that you contact us beforehand to discuss what our reasonable fee is.

If the request is manifestly unfounded or excessive, particular because if the request becomes repetitive, we might decide to:

- charge a reasonable fee taking into account the administrative costs of providing the information; or
- refuse to respond.

Where we refuse to respond to a request, we will explain why to you, informing you of your right to complain to the ICO without undue delay and at the latest within one month of our refusal.

The right to rectification

You have the right to request rectification of your personal information. However, we only consider requests to correct factual information. Any medicolegal opinions will remain valid as they were the opinion at the time of being recorded.

The right to erasure

You have the right to request erasure of personal information. Normally, we will not erase any information, unless it was not required for legal reasons, and also the date you request erasure is past the period for which we retain information.

However, if we determine we cannot delete data, you still have the right to ask us to restrict processing of your personal data.

The right to restrict processing

You can request that we restrict processing of personal information. This means that we will stop actively processing it, and it will just be stored. Stopping processing will mean that we will not add any additional information to your existing information.

The right to data portability

As we do not process personal information using a lawful basis of either a) consent or b) for the performance of a contract, the right to data portability is not applicable. You still have the right to request this, however.

The right to object

You have the right to object if processing is based on legitimate interests, or if processing is being used for direct marketing.

Rights in relation to automated decision making and profiling

We do not make any kinds of automated decisions or perform any profiling with your personal information.

The right to lodge a complaint with a supervisory authority

We ask that you first contact us if you feel you wish to make a complaint. Please see the template letter and guidelines listed on the ICO website.

<https://ico.org.uk/for-the-public/raising-concerns/>

You can also contact the ICO directly:

<https://ico.org.uk/concerns/>

They can also be contacted at the following address:

Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Copyright notice

This Privacy Notice has been created for Dr Fleur Cantle by Private Practice Ninja Ltd.

Dr Fleur Cantle has the right to edit the text contained within this notice as they require, as long as it remains solely for the use of Dr Fleur Cantle

Any redistribution or reproduction of part or all of the contents in any form is prohibited, including by Dr Fleur Cantle, to whom limited use of this Privacy Notice is licenced to.

You may however publish a copy on one website – currently

<https://www.fleurcantle.co.uk>

You must notify Private Practice Ninja Ltd if you wish to use the Privacy Notice for a different company, or for more than one website, so that re-licencing fees can be discussed.

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