

Individual Client Consent for Access to Confidential & Medical Records, Read Report before release and Assessment Consent Form

In order for us to formulate appropriate advice, we need your consent, to read medical documents, where provided and to document your medical information, where required/if requested by the referrer, in the report following the assessment/input.

Client Full Name:

Client Date of Birth:

Client Address:

Date:

1. Consent for Access to Confidential and Medical Records, under the General Data Protection Regulation (GDPR) 25/05/2018

I give consent for Healthywork Ltd to be provided with copies of confidential and health information as available from (✓ below):

A: From the Referrer/employer, any relevant medical records/documents they hold **Y ()**

I give consent for Healthywork Ltd to be provided with copies of my GP health/medical records, including information concerning my physical or mental health or condition if required, for the purpose of the assessment.

Please complete your doctor's details:

GP Name:

GP Address:

The Healthywork Ltd 'Information notice to Individual Clients' in relation to GDPR is provided, with this form.

2. Read Report before release to the Referrer

The report written following the assessment/input (which will include information concerning my medical (physical or mental health condition), obtained during the assessment, as relevant in relation to my needs, will be sent to the referrer. Therefore: (✓ one option below)

- I wish to read (Y) the report prior to release to the referrer detailed in the Referral Form, via email, please provide an email address: **Y ()** tick

Email address:

Contact phone number:

OR:

- I do not (N) wish to read the report prior to release to the referrer: **N ()** tick

3. Assessment Consent

I also give my consent for this assessment to be conducted.

Client signature:

(A copy of this form can be retained by the individual client, if they wish).

PRIVACY INFORMATION

This privacy information as part of the consent form sets out how Healthywork Ltd uses and protects any personal information that you provide us.

Healthywork Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using our services, you can be assured that it will only be used in accordance with this privacy statement.

Why we collect your data:

We collect your personal data because you give us consent to do so, in order to provide our specialist occupational therapy services to you.

What we collect:

We may collect the following information:

- Information in relation to this consent form;
- Medical and lifestyle information, through conversation, observation and questionnaires;
- Further clinical information in relation to reports from other health professionals.

What we do with the information we gather:

We require this information for the purpose of:

- Professional clinical record keeping of patient information;
- Creating fully informed reports and treatment plans for you;
- Sharing information with relevant health professionals (with your permission).

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place highly secure electronic systems and managerial procedures to safeguard and secure the information we collect.

Controlling your personal information

We will not distribute, sell or lease your personal information to third parties unless we have your explicit permission or are required by law to do so.

You may request details of personal information which we hold about you under the General Data Protection Regulation (GDPR). If you would like a copy of the information held on you please contact Alison Biggs, Data Controller, at this address: Healthywork Ltd, PO Box 545, Abbots Langley, Hertfordshire WD5 5AN. **There is no longer a charge for this service.**

If you believe that any information we are holding on you is incorrect or incomplete, please email or write to us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

How you can withdraw and request to be deleted from our files

If you do not wish us to make use of your Personal Information in this way, please contact Alison Biggs via email alison@healthywork.org.uk. You have the right to withdraw consent.

Should you have any queries in relation to General Data Protection Regulation (GDPR), please do not hesitate to contact us, using the contact details above.