

Data Protection Statement

Please read carefully. The following is important information on how your personal data is used and protected. Sign and initial where indicated.

THE DATA PROTECTION ACT 1998

Our organization collects, processes and holds personal data subject to the Data Protection Act 1998. As a responsible organization, we wish to explain the Data Protection Act 1998 and seek your consent to the collection, holding and processing of such data.

If in some cases, if you cannot give your consent to relevant personal data collection, processing and holding, regrettably, we will not be able to accept you as a client, as we would not be able to provide accurate medical nutrition therapy. Please detail your objections, if any, at the end of the document.

Sensitive data pertaining to your name, address, date of birth, past medical history, ethnic or family background information will be treated with confidentiality and stored securely. Sensitive data will be accessed and processed only by staff with an explicit need to do so.

We seek to comply with the Data Protection Principles set out in the Data Protection Act 1998.

- Processed fairly and lawfully
- Kept adequate, relevant and not excessive for the purposes for which they are required
- Kept accurate and up to date
- Kept safe from unauthorized access or accidental loss or destruction
- Securely destroy data which is no longer needed
- Clients have access to the data within 40 days of a formal written request

Disclosures

At times it may become necessary to share your relevant personal data with the bodies described below:

- NHS or private healthcare professionals directly involved in your care or familiar with your past medical history.
- To secure payment
- Your data may be used for internal research purposes

Any other disclosures that our organization makes will be in strict accordance with the **Data Protection Act 1998** and your interests will always be considered. In all other cases your information will not be disclosed without seeking your prior approval.

Informed Consent

I give my consent for a dietetic consultation with Katarina Burton a Registered Dietitian (RD).

I will declare all relevant medical details as requested and understand that failure to do so will exempt Katarina Burton from any liability resulting from such omission.

I give my consent for Katarina Burton, RD and / or representatives to contact my General Practitioner (GP) and / or referring consultant and / or a relevant medical professional involved in my prior medical care, where appropriate, and to discuss issues related to the provision of medical nutrition therapy. I understand that Katarina Burton or representatives will inform my GP of the recommended dietary treatment.

Informed Consent: Anthropometry

I consent to a periodic assessment of anthropometric measurements if and when relevant, such as weight, waist circumference, and percentage body fat*, using scales, measuring tape and calipers.

I declare that I have none of the following:

- Medical implants, e.g. pacemaker, neuro-implant
- Heart disease
- Acute contagious disease
- Pregnancy

* Percentage body fat measurement is not recommended with the above conditions.

I understand that percentage body fat measurement is not valid in the following circumstances:

- I have had a substantial meal or drunk a large amount of water within the last 4 hours
- I have done vigorous exercise within the last 4 hours
- I have just had a bath or sauna
- I have swelling / oedema
- I am a child / elderly / pregnant / post-menopausal
- I have been drinking alcohol in the last 4 hours
- I am on dialysis / have osteoporosis / have a fever
- I will inform the dietitian of any changes to the above during the course of treatment.

Cancellation Policy

Do note that we charge a £50 fee for missed appointments or appointments cancelled with less than 24h notice of the scheduled slot. We will also not be able to see you if you arrive later than 10 minutes for your initial appointment and later than 5 minutes for your review appointment from the scheduled beginning of the session as it could compromise the quality of the session. If a session would have to be cancelled due to lateness a £50 cancellation fee would apply.

I have read the above: Data Protection Statement, Informed Consent, Informed Consent, Anthropometry, Cancellation Policy

Print Name:

Signed:

Date: