

## **Smith & Walker Optometrists Ltd - Patient Data Policy**

The Data Protection Act sets out protection principles which form the legislative framework with which to comply:

- Personal data shall be processed fairly and lawfully
- Personal data shall be obtained only for specified lawful purposes
- Personal data shall be adequate, relevant and not excessive to the purpose or purposes for which they are intended
- Personal data shall be accurate and kept up to date where necessary
- The purpose of record keeping is to retain clinical information and establish an ongoing history of the patient, and to provide a continuity of care for the patient.