05.06.26

Dr Louise Teare Ltd GDPR and Data Protection Policy

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1. Purpose

This policy sets out how personal data is handled in compliance with the UK GDPR and the Data Protection Act 2018.

It applies to all medico-legal activities undertaken by the Company.

2. Organisation Details

Data Controller:

Dr Louise Teare Ltd

The Company acts as the Data Controller for all personal data processed in medico-legal work.

Contact: Dr Louise Teare

64, Mill Road, Stock, CM4 9LL

elteare@doctors,org,uk

07912 292852

Data Protection Lead:

Dr Louise Teare Consultant (sole director and clinician)

3. Scope

This policy applies to:

- Medico-legal reports and expert witness work
- Medical records received from solicitors, courts, and third parties
- Administrative and correspondence data
- Electronic and paper records

4. Types of Data Processed

The Company processes:

- Personal identifiers (name, address, DOB, NHS number)
- Health data (medical records)
- Legal case information
- Correspondence and reports

5. Lawful Basis for Processing

Under Article 6 (UK GDPR):

- Legal obligation (e.g. court instructions)
- Legitimate interests (preparation of medico-legal reports)

Under Article 9 (Special Category Data):

- Article 9(2)(f): processing necessary for the establishment, exercise, or defence of legal claims
- Explicit consent, where applicable

6. Instructions & Consent

- Instructions are typically received from solicitors or courts
- Where required, written patient/claimant consent is obtained prior to assessment or report preparation
- Individuals are informed how their data will be used and shared

7. Data Sharing

Personal data may be shared with:

- Instructing solicitors
- Courts and tribunals
- Barristers and legal representatives
- Other medical experts (where necessary)

The Company ensures:

- Only relevant and proportionate data is disclosed
- Secure transmission methods are used at all times

8. Confidentiality & Professional Standards

All data is handled in accordance with professional duties outlined by the General Medical Council, including strict confidentiality obligations.

9. Data Security

The Company implements appropriate technical and organisational measures:

- Encrypted email systems or secure medico-legal platforms
- Password-protected devices and documents
- Secure cloud storage compliant with UK data standards
- Restricted access (sole consultant access only)
- Secure disposal (shredding / certified deletion)

10. Data Retention

Records are retained in line with medico-legal and legal requirements:

- Medico-legal reports and case files: minimum 7 years after case closure
- Longer retention where litigation is ongoing or foreseeable

Data is securely deleted or destroyed when no longer required.

11. Data Subject Rights

Individuals have rights under the UK GDPR, including:

- Right of access (Subject Access Request)
- Right to rectification
- Right to restrict processing
- Right to object (where applicable)

Requests are handled within statutory timeframes.

12. Data Breaches

In the event of a data breach:

- The breach will be assessed and documented
- Where required, notification will be made to the Information Commissioner's Office within 72 hours
- Affected individuals will be informed if there is a high risk

13. Third-Party Processors

Where third parties are used (e.g. transcription services, secure storage providers):

- They are compliant with UK GDPR
- Data Processing Agreements are in place
- Only necessary data is shared

14. Registration with ICO

The Company is registered with the Information Commissioner's Office as required for processing personal data.

15. Review

This policy is reviewed annually or sooner if:

- Legal requirements change
- Practice structure changes
- A data breach or incident occurs