

Privacy Policy for Medico-Legal Practice of Dr Sahib Memon

1. Introduction

This privacy policy outlines how I, **Dr Sahib Memon**, as an independent Direct Medical Expert (DME), collect, use, and store your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy is specific to my medico-legal practice and applies to all data collected and processed in the preparation of medico-legal reports, including in-person and remote assessments.

2. Contact Details

Data Controller: Dr Sahib Memon

Correspondence Address: 113 Westmead Road, Sutton SM1 4JE

Email: sahibdinomemon7@gmail.com

Telephone: 0208 77 000 51

3. What Information I Collect

I may collect the following personal data:

- Name, address, date of birth, and contact details
- National Insurance number and NHS number (where applicable)
- Medical history and clinical records
- Details of the accident or incident that led to the claim
- Identification documentation (viewed only, not retained unless otherwise required)

4. How I Collect Your Information

Information is collected through:

- Direct consultations with you (in-person or remote)
- Questionnaires completed before your appointment.
- Medical records provided by solicitors or agencies.
- Verbal information provided during your appointment.

5. Legal Basis for Processing

The lawful basis for processing your data is:

- **Legal obligation:** To fulfil legal duties related to medico-legal reporting
- **Public task:** Providing information for the administration of justice

- **Legitimate interest:** Managing and conducting medico-legal services in a secure and efficient way

6. How I Use Your Information

Your information is used solely to:

- Assess your medical condition
- Prepare a medico-legal report
- Respond to follow-up enquiries from the instructing party

I do not use your data for marketing or unrelated purposes.

7. Data Sharing

I may share your personal data with:

- Instructing solicitors, medical reporting organisations (MROs), or compensators
- Administrative support providers (e.g., GRIP Technologies), under a signed data processing agreement
- Courts or legal representatives, where legally required

No data is transferred outside the UK.

8. Data Retention

All personal data is retained securely for a minimum of **5 years** from the date of your consultation. After the retention period, all data is securely erased in accordance with industry best practices.

9. Data Security

- Data is stored on encrypted, password-protected systems
- Only authorised personnel have access to personal data
- Paper records, if any, are kept in locked cabinets in secure premises

10. Your Rights

You have the right to:

- Request access to your data
- Request correction of inaccurate data
- Request deletion of your data (where applicable)
- Object to or restrict processing
- Lodge a complaint with the Information Commissioner's Office (ICO)

11. Use of Administrative Support

I use GRIP Technologies Ltd for secretarial and diary management support under a signed data processing agreement. While GRIP staff may handle your data on my behalf, I remain the **sole Data Controller** responsible for how your information is processed and protected.

12. Changes to This Policy

This policy may be updated periodically. Any changes will be made available to you via email or during your consultation.

If you have any concerns or queries about how your data is handled, please contact me directly using the contact information provided above.

Dr Sahib Memon