

## **Confidentiality - your personal information**

We are committed to keeping any information we hold about you secure. The information about your treatment will only be available to appropriate staff at Cambridge IVF.

All of our notes are filed separately from your general hospital notes and are kept in locked cabinets in a locked room. There are a limited number of personnel who have access to your file all of whom are bound by the Human Fertilisation Act and HFEA code of conduct. We are unable to correspond with your GP or any other third party concerning your treatment unless you give your written permission.

## **Preserving your privacy online**

We are committed to protecting your privacy, in accordance with the Data Protection Act and cannot use any information we may hold about you for any purpose other than that for which it was intended.

- We do not automatically capture or store personal information, apart from logging the IP address of computers which access our websites. These log files record information about how people use our site, such as, which pages are viewed and how often. This information helps us improve the service we provide, but cannot be used to identify individuals.
- We do not use cookies to track or collect information about people using our website.
- At certain times you may be asked to fill in information about yourself on the site for example, when filling in a form. This information will only be used for the purpose stated in each case. We will not distribute personal information collected in this way to any third party.
- We may analyse statistical trends based on responses to forms to help us to improve our services, however this analysis will not include personal information.

Although we will always treat the information you send us with the strictest confidence, we cannot guarantee the security of the worldwide web. It is possible, though very unlikely, that someone other than ourselves could access and read information sent to us in this way. If you feel concerned about this, please use another form of contact, such as the telephone or post.