

## **PATIENT PRIVACY NOTICE**

### **How we use your personal information**

This fair processing notice explains why the GP practice collects information about you and how that information may be used. The health care professionals who provide you with care maintain records about your health and any treatment or care you have received previously (e.g. NHS Trust, GP Surgery, Walk-in clinic, etc.). These records help to provide you with the best possible healthcare.

NHS health records may be electronic, on paper or a mixture of both, and we use a combination of working practices and technology to ensure that your information is kept confidential and secure. Records which this GP Practice hold about you may include the following information;

- Details about you, such as your address, carer, legal representative, emergency contact details
- Any contact the surgery has had with you, such as appointments, clinic visits, emergency appointments, etc.
- Notes and reports about your health
- Details about your treatment and care
- Results of investigations such as laboratory tests, x-rays, etc.
- Relevant information from other health professionals, relatives or those who care for you

To ensure you receive the best possible care, your records are used to facilitate the care you receive. Information held about you may be used to help protect the health of the public and to help us manage the NHS. Information may be used within the GP practice for clinical audit to monitor the quality of the service provided.

Some of this information will be held centrally and used for statistical purposes. Where we do this, we take strict measures to ensure that individual patients cannot be identified. Sometimes your information may be requested to be used for research purposes – the surgery will always gain your consent before releasing the information for this purpose.

### **How do we maintain the confidentiality of your records?**

Your GP NHS health records are kept electronically. Our GP records database (SystemOne) is hosted by TPP, a UK based IT company which is acting as a data processor, and all information is stored securely, is protected by appropriate security, and access is restricted to authorised personnel.

We are committed to protecting your privacy and will only use information collected lawfully in accordance with:

- Data Protection Act 2018
- Human Rights Act 1998
- Common Law Duty of Confidentiality
- Health and Social Care Act 2012
- NHS Codes of Confidentiality, Information Security and Records Management
- General Data Protection Regulations 2018
- Gender Recognition Act 2004
- Information: To Share or Not to Share Review

Every member of staff who works for an NHS organisation has a legal obligation to keep information about you confidential.

## **PATIENT PRIVACY NOTICE**

We will only ever use or pass on information about you if others involved in your care have a genuine need for it. We will not disclose your information to any third party without your permission unless there are exceptional circumstances (i.e. life or death situations), where the law requires information to be passed on and / or in accordance with the new information sharing principle following Dame Fiona Caldicott's information sharing review (Information to share or not to share) where "The duty to share information can be as important as the duty to protect patient confidentiality." This means that health and social care professionals should have the confidence to share information in the best interests of their patients within the framework set out by the Caldicott principles. They should be supported by the policies of their employers, regulators and professional bodies.

### **Who are our partner organisations?**

We may also have to share your information, subject to strict agreements on how it will be used, with other health, social care, legal and statutorily governed organisations. These include;

- NHS Trusts / Foundation Trusts
- GPs
- Independent Contractors such as dentists, opticians, pharmacists
- Private Sector Providers
- Voluntary Sector Providers
- Ambulance Trusts
- Clinical Commissioning Groups
- Social Care Services
- Public Health England
- Health and Social Care Information Centre (HSCIC)
- Local Authorities
- Education Services
- Fire and Rescue Services
- Police & Judicial Services
- DVLA

You will be informed of whom your data will be shared with and in some cases asked for explicit consent for this to happen, when this is required.

We may also use external companies to process personal information, such as for archiving purposes. These companies are bound by contractual agreements to ensure information is kept confidential and secure.

### **Access to personal information**

You have a right under the Data Protection Act 2018 to request access to view or to obtain copies of what information the surgery holds about you and to have it amended should it be inaccurate. In order to request this, you need to do the following:

- Your request must be made in writing to the Data Controller – for information from the hospital you should write direct to them
- There may not be a charge to have a printed copy of the information held about you
- We are required to respond to you within one calendar month
- You will need to give adequate information (for example full name, address, date of birth, NHS number and details of your request) so that your identity can be verified and your records located.
- You will need to be as specific as possible in your request for information to ensure it is not excessive

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## National Data Opt-out

You have a choice about whether you want your confidential patient information to be used to help with research and planning. If you do choose to opt out, your confidential patient information will still be used to support your individual care.

To find out more or to register your choice to opt out, please visit [www.nhs.uk/your-nhs-data-matters](http://www.nhs.uk/your-nhs-data-matters)

You can also find out more about how patient information is used at:

[https://www.hra.nhs.uk/information-about-patients/ \(which covers health and care research\)](https://www.hra.nhs.uk/information-about-patients/(which-covers-health-and-care-research)); and <https://understandingpatientdata.org.uk/what-you-need-know> (which covers how and why patient information is used, the safeguards and how decisions are made)

You can change your mind about your choice at any time. Data being used or shared for purposes beyond individual care does not include your data being shared with insurance companies or used for marketing purposes and data would only ever be used in this way with your specific agreement.

## Summary Care Record

All patients registered with a GP have a [Summary Care Record \(SCR\)](#), unless they have chosen not to have one. The information held in your SCR gives health and care professionals, away from your usual GP practice, access to information to provide you with safer care, reduce the risk of prescribing errors and improve your patient experience. Your SCR contains basic information about allergies and medications and any reactions that you have had to medication in the past. It is also possible to have additional information shared as part of the SCR.

If you don't want to have an SCR you have the option to opt out. If this is your preference please inform your GP or fill in an [SCR opt-out form](#) and return it to your GP practice.

For further information on how your SCR information is being used in relation to Covid-19, please visit <https://digital.nhs.uk/services/summary-care-records-scr/sr-coronavirus-covid-19-supplementary-privacy-notice>

## Objections / Complaints

Should you have any concerns about how your information is managed at the GP surgery, please contact the Practice Business Manager. If you are still unhappy following a review by the GP practice, you can then complain to the Information Commissioners Office (ICO) via their website ([www.ico.gov.uk](http://www.ico.gov.uk)).

## Change of Details

It is important that you tell the person treating you if any of your details such as your name or address have changed or if any of your details such as date of birth is incorrect in order for this to be amended. You have a responsibility to inform us of any changes so our records are accurate and up to date for you.

## Notification

The Data Protection Act 2018 requires organisations to register a notification with the Information Commissioner to describe the purposes for which they process personal and sensitive information. This information is publicly available on the Information Commissioners Office website [www.ico.org.uk](http://www.ico.org.uk). The practice is registered with the Information Commissioners Office (ICO).

## PATIENT PRIVACY NOTICE

### Who is the Data Controller?

The Data Controller, responsible for keeping your information secure and confidential is Elmwood Family Doctors. If you would like to discuss any matter please contact us on 01484 943000

### Complaints

Should you have any concerns about how your information is managed by the Practice please email the

**Data Protection Officer;**  
[helen.mcnae@this.nhs.uk](mailto:helen.mcnae@this.nhs.uk) or [this.dpo@nhs.net](mailto:this.dpo@nhs.net)

If you are still unhappy following a review by the Practice you can then complain to the Information Commissioners Office (ICO). [www.ico.org.uk](http://www.ico.org.uk), [casework@ico.org.uk](mailto:casework@ico.org.uk), telephone: 0303 123 1113 (local rate) or 01625 545 700