

**FAIR PROCESSING & PRIVACY**  
**NOTICE**

**THE DOCS SURGERY**

**JANUARY 2018**

## **HOW WE USE YOUR INFORMATION**

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 stored electronically, on paper or in a mixture of both. Patient records at the surgery are held using a combination of paper records and electronic records to ensure that your information is kept confidential and secure.

Records which we may hold about you may include the following information;

- Details about you, such as address and next of kin
- 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 for clinical audit to monitor the quality of the service provided. If you require care from another healthcare provider, e.g. a referral to see a specialist, then we will need to share relevant information about you and your care. We assume that you consent to this sharing if you are in agreement with the need for the referral.

## **HOW DO WE MAINTAIN THE CONFIDENTIALITY OF YOUR RECORDS**

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

- Data Protection Act 1998
- Human Rights Act 1998
- Common Law Duty of Confidentiality
- Health and Social Care Act 2012
- NHS Codes of Confidentiality and Information Security

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

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 3<sup>rd</sup> party without your permission unless there are exceptional circumstances (i.e. life or death situations), where the law requires information to be passed on for example Child/Adult Protection and Serious Criminal Activity.

## **YOUR RIGHTS TO SEE & OBTAIN COPIES OF YOUR INFORMATION**

You have a right under the Data Protection Act 1998 to access / view what information the surgery holds about you, and to have it amended or removed should it be inaccurate.

This is known as a Subject Access Request. In order to apply to the surgery for this a Subject Access Request, please obtain the form from Reception.

A fee will apply when processing a subject access request and this information is detailed on the request form.

## **DATA SHARING PARTNERS**

We will only provide information to those who are authorised to receive it and who will keep it confidential. We may have to share aspects of your information, subject to strict agreements on how it will be used, with the following organisations:

- Diabetic Retinotherapy Screening service
- NHS England
- Manchester Clinical Commissioning Group
- Public Health, Manchester
- The Care Quality Commissioners
- Independent Contractors such as dentists, opticians, pharmacists
- NHS Trusts
- Ambulance Trusts
- Local Authorities
- Social Care Services
- Education Services
- Private Sector Providers
- Voluntary Sector Providers
- Fire and Rescue Services
- Police
- Coroner's office
- Other 'data processors'

Any information passed on will be anonymised whenever possible.

If you would like further information about how we use your information, or if you do not want us to use your information as described, please contact the Practice and your request will be passed to the relevant member of staff