

TRAFFORD PRIMA HEALTH & PRACTICES

Data Protection Act Fair Processing Patient Information Leaflet – Appendix 2 to Annex F

GENERAL DATA PROTECTION REGULATION (GDPR)

The General Data Protection Regulation (GDPR) is a new law that determines how your personal data is processed and kept safe and the legal rights that you have in relation to your own data.

The regulation applies from 25th May 2018 and will apply even after the UK leaves the EU.

How We Use your Health Records

This leaflet explains:

- Why the Practice collects information about you and how we use it
- Who we may share your information with
- Your right to see your Health Records and how we keep your records confidential.
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How we keep your records confidential

Everyone working for the Practice has a legal duty to keep information about you confidential

We have **a duty** to:

- Maintain full and accurate records of the care we provide to you
- Keep records about you confidential and secure
- Provide information in a format that is accessible to you

We **will not** share information that identifies you for any reason unless:

- you ask us to do so
- we ask and you give us specific permission
- we have to do this by law
- we have special permission for health or research purposes, or
- we have special permission because the interests of the public are thought to be of greater importance than your confidentiality. For example, if you had a serious medical condition that may put others you had come into contact with at risk

Information Sharing

We may be required or asked to share information, **with your consent** and subject to strict sharing protocols on how it will be used, with:

- NHS England
- Clinical Commissioning Groups
- Social Services
- Education Services
- Local Authorities
- Voluntary Sector Providers
- Private Sector

Anyone who receives information from us also has a legal duty to: **Keep it Confidential!**

Why we collect your information

We aim to provide you with the highest quality of health care. To do this we must keep records about you, your health and the care we have provided or plan to provide to you.

These records may include:

- Basic details about you such as address, date of birth, next of kin
- Contact we have had with you such as clinical visits
- Notes and reports about your health
- Details and records about your treatment and care
- Results of x-rays, laboratory tests, etc.
- Relevant information from people who care for you and know you well such as health professionals and relatives

How your records are used

The people who care for you use your records to:

- Provide a good basis for all health decisions made in consultation with you and other health care professionals
- Deliver appropriate health care
- Make sure your health care is safe and effective, and
- Work effectively with others providing you with health care

Others may also need to use records about you to:

- Check the quality of health care (such as clinical audit)
- Protect the health of the general public
- Keep track of NHS spending
- Manage the health service
- Help investigate any concerns or complaints you or your family have about your health care
- Teach health workers and
- Help with research

Some information will be held centrally to be used for statistical purposes. In these instances we take strict measures to ensure that individual patients cannot be identified. We use anonymous information, wherever possible, but on occasions we may use personal identifiable information for essential NHS purposes such as research and auditing. However, this information will only be used with **your consent**, unless the law requires us to pass on the information

Have the Right

You have the right to confidentiality. You also have the right to ask for a copy of all records about you by submitted a Subject Access Request (SAR); detail can be obtained on our website or ask our reception staff.

- Your request can be made in writing; we have a template form to ease this process.
- There may be a charge for excessive requests.
- We are required to respond to you within 28 working days.
- You will need to give adequate information (for example full name, address, date of birth, NHS number etc.).
- You will be required to provide ID before any information is released to you.
- You have the right to obtain a copy of records in permanent form.
- You have the right to view the records without obtaining a copy.
- Prior to release data held will be reviewed and redacted in accordance with the DPA18; redaction will include any information which may identify a 3rd party.

If you think anything is inaccurate or incorrect, please inform the organisation holding your information.

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