

South Green Surgery Privacy policy

How South Green Surgery uses your information to provide Healthcare

This practice keeps medical records confidential and complies with the General Data Protection Regulation.

We hold your medical record so that we can provide you with safe care and treatment.

We will also use your information so that this practice can check and review the quality of the care we provide. This helps us to improve our services to you.

- We will share relevant information from your medical record with other health or social care staff or organisations when they provide you with care. For example, your GP will share information when they refer you to a specialist in a hospital. Or your GP will send details about your prescription to your chosen pharmacy.
- For more information on how we share your information with organisations who are directly involved in your care can be found here: <https://digital.nhs.uk/summary-care-records>
- Healthcare staff working in A&E and out of hours care will also have access to your information. For example, it is important that staff who are treating you in an emergency know if you have any allergic reactions. This will involve the use of your Summary Care Record [OR Emergency Care Summary / Individual Health Record]. For more information see: <https://digital.nhs.uk/summary-care-records> or alternatively speak to your practice.
- You have the right to object to information being shared for your own care. Please speak to the practice if you wish to object. You also have the right to have any mistakes or errors corrected.

We are required by law to provide you with the following information about how we handle your information. We are committed to protecting your privacy and will only use information lawfully in accordance with:

- General Data Protection regulation 2018
- Human rights act
- Common law duty of confidentiality
- NHS Codes of confidentiality and Information Security
- Health and social care act 2015

Data Controller

The Data Controller of the Organisation Is:-

Dr Nuzhat Latif Sarfraz

South Green Surgery

14- 18 Grange Road

Billericay

Essex Tel: 01277 651702

Data Protection Officer

The Data Protection Officer for South Green surgery is:-

The Practice Manager

Naheed Sarfraz

South Green Surgery

14- 18 Grange Road

Billericay

Essex Tel: 01277 651702

South Green Surgery Is registered with the information Commissioners office (ICO)

We are registered

Other important information about how your information is used to provide you with healthcare

Registering for NHS care

- All patients who receive NHS care are registered on a national database.
- This database holds your name, address, date of birth and NHS Number but it does not hold information about the care you receive.
- The database is held by NHS digital, a national organisation which has legal responsibilities to collect NHS data.
- More information can be found at: NHS digital, the phone number for general enquires at NHS Digital is **0300 303 5678**

Identifying patients who might be at risk of certain diseases

- Your medical records will be searched by a computer programme so that we can identify patients who might be at high risk from certain diseases such as heart disease or unplanned admissions to hospital.
- This means we can offer patients additional care or support as early as possible.
- This process will involve linking information from your GP record with information from other health or social care services you have used.
- Information which identifies you will only be seen by this practice.

Section 251 of the NHS Act 2006 provides a statutory legal basis to process data. Further information can be found here : <https://England.nhs.uk/ourwork/tsd/ig/risk-stratification>

How we process your information

We are required by law to provide you with the following information about how we handle your information in relation to our legal obligations to share data.

We process and hold your information for the following reasons:-

- To give direct health or social care to individual patients. For example, when a patient agrees to a referral for direct care, such as to a hospital, relevant information about the patient will be shared with the other healthcare staff to enable them to give appropriate advice, investigations, treatments and/or care.
- To check and review the quality of care. (This is called audit and clinical governance).

The Lawful basis for processing

These purposes are supported under the following sections of the GDPR:

Article 6(1)(e) ‘...necessary for the performance of a task carried out in the public interest or in the exercise of official authority...’; and

Article 9(2)(h) ‘necessary for the purposes of preventative or occupational medicine for the assessment of the working capacity of the employee, medical diagnosis, the provision of

health or social care or treatment or the management of health or social care systems and services...”

Healthcare staff will also respect and comply with their obligations under the common law duty of confidence.

Recipient or categories of recipients of the processed data

The data will be shared with:

- healthcare professionals and staff in this surgery;
- local hospitals;
- out of hours services;
- diagnostic and treatment centres;
- Or other organisations involved in the provision of direct care to individual patients.

Rights to Object

- You have the right to object to information being shared between those who are providing you with direct care.
- This may affect the care you receive – please speak to the practice.
- You are not able to object to your name, address and other demographic information being sent to NHS Digital.
- This is necessary if you wish to be registered to receive NHS care.
- You are not able to object when information is legitimately shared for safeguarding reasons.

Safeguarding

In appropriate circumstances it is a legal and professional requirement to share information for safeguarding reasons. This is to protect people from harm.

Rights to object and the national data opt-out

There are very limited rights to object when the law requires information to be shared but government policy allows some rights of objection as set out below.

NHS Digital

- You have the right to object to information being shared with NHS Digital for reasons other than your own direct care.
- This is called a 'Type 1' objection – you can ask your practice to apply this code to your record.
- Please note: The 'Type 1' objection, however, will no longer be available after 2020.

This means you will not be able to object to your data being shared with NHS Digital when it is legally required under the Health and Social Care Act 2012

Access to your information

Under the new General Data Protection Regulation (GDPR) 2018 allows everybody has a right to access to their own information. Under some special circumstances information may be withheld.

If you wish to have access to your record please make a request in writing to The Practice Manager.

Emails and Mobile Numbers

Providing your mobile number allows the Practice to send reminders for your appointments.

Sending emails allow you to receive health screening messages. Please let us know if you wish to receive messages on your mobile or emails.

Further Information

Information Commissioners office (ICO)

Dr Nuzhat Latif Sarfraz (South Green Surgery) is registered with the commissioner's office, to describes the purposes which the practice processes personal and sensitive information. Dr Sarfraz is registered as the data controller and the registration can be viewed online in the public register at [http://ico.org.uk/what we cover/register of data controllers](http://ico.org.uk/what-we-cover/register-of-data-controllers)

Complaints

If you have concerns or are unhappy about any of our services please contact the Practice Manager.

For independent advice about data protection, privacy and data- sharing issues you can contact:- . The information Commissioners Office. Wycliffe House, Water Lane, Wilmslow, Cheshire. Sk9 5AF Telephone: 0303 123 1113 www.ico.gov.uk

NHS Digital

NHS digital collects health information from the records health and social care providers keep about care and treatment they give to promote health to support improvements in the delivery of care services in England.

<http://content.digital.nhs.uk/article/4963/What-we-collectThe>

The NHS Constitution

The NHS Constitution establishes the principals and values of the NHS in England. It sets out the rights of patients , the public and staff are entitled to. These rights cover how patients access health services, the quality of care you'll receive , the treatments and programmes available to you, confidentiality, information and the right to complain, If things go wrong.

<http://www.gov.uk/government/publications/the-nhs-constitution-for-england>

The NHS Care Record Guarantee

The NHS Care Record Guarantee for England sets out the rules that govern how patient information is used in the NHS, what control the patient can have over this, the rights individuals have to request copies of their data and how data is protected under the data protection Act 1998.

<https://systems.digital.nhs.uk/infogov/links/nhscrq.pdf>

South Green Surgery

Privacy Policy

Version 1 May 2018