THE BELLINGHAM PRACTICE

PRIVACY NOTICE

**May 2018**

The **General Data Protection Regulation (GDPR)** From 25th May 2018 the GDPR imposes additional obligation and gives you extra rights around how your data is used. All general practices must comply with these new regulations.

**It is permitted for the practice to hold personal data for the following reasons:**

1. Provision of Healthcare: the administration of patient records, general medical services and treatment, and all that entails.
2. Healthcare Administration: Supporting the provision of healthcare.
3. Research & Statistical Analysis: We gather data from our database to enable us to offer a high standard of patient care.

**The obligations for the practice with regard to personal data are as follows:**

* Obtain and process data fairly, lawfully and accurately
* Hold it only for the purpose of providing health care from the practice and other health professionals involved in your direct care.
* Hold only data that is adequate, relevant and not excessive.
* Maintain accurate personal data that is kept up to date.
* Keep your data secure and confidential.
* Hold it for no longer than is necessary
* Allow you to access information we hold about you and, where appropriate, correct or erase it.
* Take security measures to prevent unauthorised or accidental access to, alteration, disclosure or loss and destruction of information.

**Why we collect information about you**

We aim to provide you with the highest standard of healthcare. To enable us to do this we keep records about you, your health and documentation about your care.

This includes:

* Address, date of birth, next of kin or any carer you may have.
* Clinical and Non Clinical contacts.
* Health information we have about you.
* Results the hospital have sent relating to you
* Letters and reports from other healthcare professionals.

Access to information we hold about you.

* You are entitled to review your medical record, you should make an appointment with your usual GP to discuss this.
* We would be happy to provide you with copies of letters we have received about you.
* Where the request is reasonable we would be happy to provide you with a copy of your electronic record.

**How your records are used**

Data we hold is about you is confidential. The data we hold allows us to:

* Provide good high quality care.
* Make sure your care is safe and effective
* Making sure your care is coordinated efficiently with all other care professionals involved
* Helps with continuity of care for you between health professionals
* We maintain a summary care record (SCR) that can be accessed in secondary care with your consent unless you have opted out of this.
* If we refer you to other health professionals eg referral to hospital or the podiatry and this has been discussed with you, this is known as implied consent for the referral or action to be made

**Who we share your records with**

We will not normally share information that identifies you unless:

* We ask you and you agree (Explicit consent).
* You ask us to provide information to a third party and give your consent. If you have given consent to any insurance company to access information we will usually write to you to make sure you are aware of what they are asking for.

There are some instances where we may be asked share information when we do not have implied or explicit consent. We would only provide this information if:

* The information is needed by other healthcare professionals to provide effective, continued care. We will strive to get your consent but will make a professional judgement and provide the minimal information needed for your continued wellbeing without your consent if absolutely necessary.
* We have to by law
* We have special permission because the interests of the public are thought to be of greater importance than your confidentiality.

We may be asked to share your identifiable or anonymised data with various organisations, within or working for the NHS. This could be for a number of reasons:

* Planning future healthcare provision
* Checking the quality of care for example by clinical audit
* Keeping track of NHS spending
* Teaching and professional development of heath care workers
* For research purposes

**National Data Opt Out Programme**

NHS Digital have developed a National Data Opt Programme. If you would like more information or opt out of your data being used in this way please speak to Jayne Reed at the practice

**Communicating with you.**

We routinely contact patients via text, home and mobile telephone and email. If you have provided us with this information we will assume you are happy for us to use these methods to contact you unless you tell us otherwise. Please let us know if you wish to opt out of communication by any of these methods.

We are providing information to patients that will allow them to feel confident with the way the practice manages data and allows them to update consent details held on their medical record.

**Any concerns**

If you would like to discuss any of the detail in this policy then Jayne Reed at the practice would be happy to help on 01434 220203

The [**Data Protection officer**](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/accountability-and-governance/data-protection-officers/) for the Practice is: Liane Cotterill

If you would like to contact the Data Protection Officer, please use the following Email: **liane.cotterill@nhs.net**

Or you can write to the DPO at:

Liane Cotterill

Senior Governance Manager & Data Protection Officer

North of England Commissioning Support

Teesdale House

Westpoint Road

Thornaby

Stockton-on-Tees

TS17 6BL

**This Practice is registered under the Data Protection Act and our registration number is Z7129709**