

**Privacy Notice – General Data Protection Regulations**

**(Replacing the Data Protection Act 1998)**

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Upton Surgery needs to hold personal information about all patients registered, this includes Name, Address, Date of Birth, NHS Number and Medial information & History. This information is stored safely on our computer system and in paper records (patient notes), this information enables the Upton Team to look after your health needs and your doctor is responsible for their accuracy and safe-keeping.

Please help us to keep your record up to date by informing us of any changes to your circumstances.

Doctors and staff in the practice have access to your medical records to enable them to do their jobs and provide you with the appropriate healthcare needs. From time to time information may be shared with other Healthcare professionals involved in your care if it is necessary. Anyone with access to your record is properly trained in confidentiality issues and is governed by both legal and contractual duty to keep your details safe and private.

All information about you is held securely and appropriate safeguards are in place to prevent accidental loss.

In some circumstances we may be required by law to release your details to statutory or other official bodies, for example if a court order is presented, or in the case of public health issues. In other circumstances you may be required to give written consent before information is released – such as for medical reports for insurance, solicitors etc.…

To ensure your privacy, we will not disclose information over the telephone, fax or email unless we are sure that we are talking to you. Information will not be disclosed to family, friends or spouses unless we have prior written consent, and we do not leave messages with others.

You have the right to see your records if you wish. An appointment to do this will need to be arranged and in some circumstances a fee may be payable.

Please ask at Reception for more details and our patient information leaflet.

You have the right to complain to the ICO (Information Commissioners Office), if you think there is a problem with the way we handle your data: [www.ico.org.uk](http://www.ico.org.uk)