

GDPRF01 - Privacy Impact Assessment

Name of person completing the assessment: Janet Higgins		Role of person: Information Governance Lead
No.	Type of Data – Personal Data	Response
1	How did you obtain the Personal Data?	Patient registration and transfer of medical records from previous practice/surgery.
2	Did you get consent to collect their Personal Data?	Consent obtained by completion of GMS1 form which is signed by the patient.
3	If you did not get consent on which ground are you Processing the Personal Data?	The practice does not process patient personal data without consent.
4	Why do you need the Personal Data?	To positively identify the patient in order to provide healthcare services.
5	Is the Personal Data still relevant?	Only whilst the patient is receiving care from practice.
6	Do you destroy or delete Personal Data you no longer need?	No, the data is not destroyed/deleted. The data is stored on the practice's clinical system. The access to data is restricted when the patient leaves the practice. Paper records are returned to NHS England.
7	Do you make sure that the Personal Data is kept accurate and up to date?	The practice is the data controller and responsible for updating the records continuously while the patient is registered with us.
8	What do you do with Personal Data that is no longer up to date?	The practice would make every effort to contact the patient to update the data.
9	Are there restrictions in place around who can access and use the Personal Data, and what are they?	Personal data will only be accessed in keeping with the practice's confidentiality agreement. Compliance audits are undertaken bi-annually.
10	How long do you keep Personal Data?	The electronically held data remains with restricted access on the practices clinical system. Paper records are returned to NHS England.
11	Do you need to keep it for that long?	Personal data is only kept for the period whilst the patient is under the care of the practice. Please see number 10.
12	Do you pass Personal Data to any third parties? If so, who and why?	Yes
13	If you pass Personal Data to a third party, do you have an agreement in place with them about how they will use that Personal Data?	Yes. Secondary Care, Confederation, Community Services, for ongoing medical treatment. Solicitors and insurance reports with full patient consent.