

Woodchurch Surgery: Privacy Notice – Use of Dictate IT for Patient Care

Effective from: October 2025

Data Controller: Woodchurch Surgery

Data Protection Officers & Caldicott Guardians: Dr Jack Hickey and Helen Fox

Why are we telling you this?

Woodchurch Surgery uses a system called Dictate IT to help us provide care to our patients.

What is Dictate IT?

Dictate IT is a secure app which enables a note or letter to be dictated into a Live application utilising automated speech recognition technology which then immediately streams the resulting text to the clinician's cursor. The author can then check and edit the text.

What information is used?

To do this, Dictate IT uses information already in your record, including:

- Your name, date of birth, NHS number and contact details
- Medical conditions and diagnoses
- Medications and repeat prescriptions
- Blood test results and vital signs (e.g. blood pressure)
- Dates of past or upcoming reviews

This information is only used for your direct care.

How is your data kept safe?

- Your data stays within the UK, stored securely in NHS-approved cloud servers
- The dictated data automatically deletes every day.
- Dictate IT is ISO 27001 accredited.

To exercise any of these rights, please speak to reception or contact us by email.

Questions or concerns?

If you have any questions about how your data is used with Dictate IT, contact:

Data Protection Officers:

Dr Jack Hickey and Helen Fox

Email: kmicb.woodchurchsurgery@nhs.net

Phone: 01233 860236

For more information about how we use your data, visit:

Link: <https://www.woodchurchsurgery.co.uk/gdpr>