**Practice Privacy Notice**

**Wey Family Practice** has a legal duty to explain how we use any personal information we collect about you, as a registered patient at the practice. Staff at this practice maintain records about your health and the treatment you receive in electronic and paper format.

**What information do we collect about you?**

We will collect information such as personal details, including name, address, next of kin, records of appointments, visits, telephone calls, your health records, treatment and medications, test results, X-rays, etc. and any other relevant information to enable us to deliver effective medical care.

**How we will use your information**

Your data is collected for the purpose of providing healthcare services; however, we can disclose this information if it is required by law, if you give consent or if it is justified in the public interest. The practice may be requested to support research; however, we will always gain your consent before sharing your information.

In accordance with the Health and Social Care Act 2012, the care data programme enabled patient data to be collected by the Health and Social Care Information Centre (HSCIC) for quality and safety purposes. In addition, it is possible for us to share your data with other healthcare providers in order to provide you with a high level of care.

**Maintaining confidentiality and accessing your records**

We are committed to maintaining confidentiality and protecting the information we hold about you. We adhere to the Data Protection Act 1998 (DPA), the NHS Codes of Confidentiality and Security, as well as guidance issued by the Information Commissioner’s Office (ICO). You have a right to the information we hold about you, and if you would like to access this information, you will need to complete a Subject Access Request (SAR). Please ask at reception for a SAR form and you will be given further information.

**Risk stratification**

Risk stratification is a mechanism used to identify and subsequently manage those patients deemed as being at high risk of requiring urgent or emergency care. Usually this includes patients with long-term conditions, e.g. cancer. Your information is collected by a number of sources; this information is processed electronically and given a risk score which is relayed to your GP who can then decide on any necessary actions to ensure that you receive the most appropriate care.

**Invoice validation**

Your information may be shared if you have received treatment to determine which Clinical Commissioning Group (CCG) is responsible for paying for your treatment. This information may include your name, address and treatment date. All of this information is held securely and confidentially; it will not be used for any other purpose or shared with any third parties.

**Opt-outs**

Should you wish to opt out of data collection, please contact a member of staff who will be able to explain how you can opt out and prevent the sharing of your information; this is done by registering a Type 1 opt-out, preventing your information from being shared outside this practice.

**What to do if you have any questions**

Should you have any questions about our privacy policy or the information we hold about you, you can:

1. Contact us via email at weyfamily@nhs.net FOA Practice Manager
2. Write to the practice at Wey Family Practice, The Health Centre, Madeira Road, west Byfleet, Surrey KT14 6DH
3. Ask to speak with the Practice Manager

**Changes to our privacy policy**

We regularly review our privacy policy and any updates will be published on our website.