

The Reddish Family Practices

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Event	By	Date
Policy Written	Joanne Stevens	13 th November 2012
		10 th October 2013
Updated	Joanne Stevens	29 th December 2020
	Jenny Webster	28th June 2022

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Data Protection Policy – for Patients (you)

Everyone who works for the NHS has a legal duty to keep information about you confidential. We will only provide information to those who are authorised to receive it and who will keep it confidential. Whenever possible any information passed on will be anonymised.

Use of your contact details

We may try to contact you using the mailing address, land line telephone number, mobile telephone number (including text messaging) or email address that you provide. This may be for, amongst other things, appointment reminders, information about special clinics or to request information from you. If you prefer not to be contacted by one or more of these means then please let us know so that we can record your preferences.

Data Protection Notice

We ask you for information about yourself so that you can receive proper care and treatment. All personal information (updated as appropriate), together with details of your care, is stored in your medical record which is held on paper and computer. All members of the practice are contractually and ethically obliged to maintain the confidentiality of your medical record at all times, even after leaving the practice. Just because we hold the data does not give every member of staff the right to look at it. Anyone viewing your medical record must have a valid reason to do so in the course of performing their job. All computer held records have an audit trail of activity by all users.

Officially, your medical record is the property of the Secretary of State for Health. However, we are considered to be the Data Controller and therefore responsible for the confidentiality of your medical record whilst you are registered as a patient with us.

We are required to share certain identifiable data about you with other parts of the NHS in relation to financial claims. This will ordinarily just be your NHS number. We also share demographic and relevant clinical details within the NHS for the purpose of operating recall

systems, eg childhood immunisations, cancer screening and diabetic retinopathy programmes.

If you require care from another healthcare provider, eg a referral to see a specialist, then we will need to share relevant information about you and your care. We assume that you consent to this sharing if you are in agreement with the need for the referral.

The information we hold about you may be used for secondary purposes. This includes planning health services, clinical audit, monitoring the spread of disease (epidemiology) etc. Your personal details are never disclosed for secondary purposes, only relevant clinical data is provided, for example the total number of people registered with us who have diabetes.

We will never disclose any information about you to a third party without your consent, unless required to do so by law.

Data Protection Officer

We have appointed a Data Protection Officer, Umar Sabat. He can be contacted on 07894826037.

Access to Records

If you wish to request access to your medical records under the terms of the Data Protection Act 2018 then you should apply in writing to the Data Controller. You should include your name, date of birth and the address that we will have on your file. Such requests must be accompanied by a signature and you are therefore advised to write or fax. Please note that you are required to pay a fee for this service. Further information about your rights under this Act are available from the <http://www.ico.org.uk/>