**GP Practice Privacy Notice**

**Our contact details**

Name: Cairnsmore Medical Practice

Address: Health Centre

 Creebridge

 Newton Stewart

 DG8 6NR

Phone Number: 01671 403609

Email: dg.cairnsmore@nhs.scot

**The type of personal information we collect**

We currently collect and process the following information:

* Name
* Address
* Date of Birth
* Telephone Numbers
* Next of Kin details
* Email Address
* Parental/Guardianship details
* Health Information

**How we get the personal information and why we have it**

Most of the personal information we process is provided by you for one of the following reasons:

* To identify a medical diagnosis
* To refer you on to secondary care for further treatment
* Next of Kin details are required for emergency purposes or if we are unable to make contact with you
* To allow the service to contact you with information, invite for vaccinations, etc.
* Parental/Guardianship details are required should there be a concern in respect of a young person
* To allow us to create prescriptions to administer medication

We use this information to evaluate and assess your needs and to determine a course of treatment for you.

We may share this information with third sector organisations, NHS Dumfries & Galloway; Social Work Services; Educational Services; Police/Judicial Services; Fire & Rescue Services; Local Authorities; The Scottish Ambulance Service and other agencies or clinicians who are involved in your care or treatment, such as Dentists, Opticians and Pharmacists.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing your information are:

**6(1)(e) We need it to perform a public task.**

**9(2)(h) For the provision of health and social care; for treatment or management of health and social care systems**

**How we store your personal information**

Your information is stored securely.

We retain your personal information in accordance with the Scottish Government Records Management Code of Practice for Health and Social Care (Scotland) 2020.

**Your data protection rights**

**Right of access** - You have the right to ask us for copies of your personal information.

**Right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate or incomplete.

**Right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

Please contact us at dg.cairnsmore@nhs.scot if you require further information or wish to exercise your rights.

**How to complain**

If you have any concerns about how we use your use information, you can contact our Practice Manager at dg.cairnsmore@nhs.scot.

You can also raise any concerns with the Information Commissioner’s Office:

The Information Commissioner’s Office – Scotland
Queen Elizabeth House
Sibbald Walk
Edinburgh
EH8 8FT

Telephone: 0303 123 1115 Email: Scotland@ico.org.uk