



DR. D. MCAULEY

PATIENT PRIVACY STATEMENT

How we use your personal/health information

Sperrin Family Practice has a legal duty to explain how we use any personal information we collect about you, as a registered patient at this Practice. As your registered GP Practice, we are the data controller for any personal or health data that we hold about you. We are committed to maintaining confidentiality and will endeavour to protect your information and use it appropriately and responsibly.

We adhere to the Data Protection Act and General Data Protection Regulation (GDPR) which came into effect on 25th May 2018. It emphasises transparency, security and accountability by data controllers and processors, in tandem with standardising and strengthening the right of European citizens to privacy of their personal data.

This Privacy Notice explains why the GP Practice collects information about you and how that information may be used.

Health Care Professionals who provide you with care maintain records about your health and any treatment or care you have received previously (e.g. NHS Trust, GP Surgery, Walk-in clinic, etc). These records will consist of both personal information and special category information.

NHS Health care records may be electronic, on paper or a mixture of both, and we use a combination of working practices and technology to ensure that your information is kept confidential and secure. Records this GP Practice hold about you may include the following information:

- ***Personal Details*** about you, such as your name, address, carers, legal representatives and emergency contact details
- ***Special Category Information*** including
 - Any contact the surgery has had with you, such as appointments, clinic visits, emergency appointments etc
 - Notes and reports about your health (Medical History)
 - Details about your treatment and care

- Results of investigations such as laboratory tests, x-rays etc
- Relevant information from other health professionals, relatives or those who care for you.

Purpose for Collecting your Data

To ensure you receive the best possible care, your records are used to facilitate the direct medical care you receive.

Who it May be Shared with

We share medical records with **health professionals** who are involved in providing your care and treatment. This is on a need to know basis and event by event.

We may also share information when the **law requires us to do**, for instance if we are inspected or **reporting certain illnesses** or **safeguarding vulnerable people**.

Data about you is also used to manage **national screening campaigns**, such as flu, cervical screening and diabetes prevention.

Information held about you may be used to help **protect the health of the public** and help us **manage the NHS and make payments**.

Information may be used within the GP practice for **clinical audit to monitor the quality of the care/service provided**.

Some of this information will be held centrally and used for statistical purposes. Where we do this, we take strict measures to ensure that individual patients cannot be identified. Sometimes your information may be requested to be used for research purposes – the surgery will always gain your consent before releasing the information for this purpose.

If you require further details on the legal basis for processing for each of these, please ask at reception for a separate, more detailed privacy notice.

You have the right not to share your information either in some or all circumstances. Should you wish to do so, please inform your GP or a member of the Practice staff.

Risk Stratification

Risk stratification data tools are increasingly being used in the NHS to help determine a person's risk of suffering a particular condition, preventing an unplanned or (re) admission and identifying a need for preventive intervention. Information about you is collected from a number of sources including NHS Trusts and from this GP Practice. A risk score is then arrived at through an analysis of your de-identified information using software and is only provided back to your GP as data controller in an identifiable form. Risk stratification enables your GP to focus on preventing ill health and not just the treatment of sickness. If

necessary your GP may be able to offer you additional services. Please note that you have the right to opt out of your data being used in this way.

Medicines Management

The Practice may conduct Medicines Management reviews of medications prescribed to its patients. This service performs a review of prescribed medications to ensure patients receive the most appropriate, up to date and cost effective treatments.

How do we maintain the confidentiality of your records?

We are committed to protecting your privacy and will only use information collected lawfully in accordance with:

- Data Protection Act and General Data Protection Regulation 2018
- Human Rights Act 1998
- Common Law Duty of Confidentiality
- Health and Social Care Act 2012
- NHS Codes of Confidentiality, Information Security and Records Management
- Information: To Share or Not to Share Review

Every member of staff who works for an NHS Organisation has a legal obligation to keep information about you confidential.

We will only ever use or pass on information about you if others involved in your care have a genuine need for it. We will not disclose your information to any third party without your permission unless there are exceptional circumstances (i.e. life or death situations), where the law requires information to be passed on and/or in accordance with the new information sharing principle following Dame Fiona Caldicott's information sharing review (information to share or not to share) where "The duty to share information can be as important as the duty to protect patients confidentiality". This means that health and social care professionals should have the confidence to share information in the best interests of their patients within the framework set out by the Caldicott principles. They should be supported by the policies of their employers, regulators and professional bodies.

Who are our Partner organisations?

We may also have to share your information, subject to strict agreements on how it will be used, with the following organisations:

- NHS Trusts/Foundation Trusts
- GP's
- NHS Commissioning support Units
- Independent Contractors such as dentists, opticians, pharmacists
- Private Sector Providers

- Voluntary Sector Providers
- Ambulance Trusts
- Clinical Commissioning groups
- Social Care Services
- Health and Social Care Information Centre
- Local Authorities
- Education Services
- Fire and Rescue Services
- Police & Judicial Services
- Other “data processors” which you will be informed of

You will be informed who your data will be shared with and in some cases asked for explicit consent for this to happen when this is required.

We may also use external companies to process information, such as for archiving purposes. These companies are bound by contractual agreements to ensure information is kept confidential and secure.

Retention Period

GP notes and records will be held in line with the law and national guidance and in accordance with the Practice Retention and Disposal Policy. Please speak to the Practice if you require further information on this.

Further Information on how long records can be kept can be found at: <https://www.health-ni.gov.uk/articles/disposal-schedule-section-g-part-1> & <https://www.health-ni.gov.uk/articles/disposal-schedule-section-g-part-2>

Access to personal information

You have a right under the Data Protection Act 1998/GDPR 2018 to request access to view or to obtain copies of what information the surgery holds about you and to have it amended should it be inaccurate. In order to request this, you need to do the following:

- Your requests must be made in writing to the GP – for information from the hospital you should write direct to them
- We are required to respond to you within one month
- You will need to give adequate information (for example full name, address, date of birth, NHS Number and details of your request) so that your identity can be verified and your records located.

Objections

If you are happy for your data to be extracted and used for the purposes described in this privacy notice then you do not need to do anything. If you have concerns about how your data is shared then please contact the practice.

Change of Details

It is important that you tell the person treating you if any of your details such as your name or address have changed or if any of your details such as date of birth is incorrect in order for this to be amended. You have a responsibility to inform us of any changes so our records are accurate and up to date for you.

Notification

The Data Protection Act requires organisations to register a notification with the Information Commissioner to describe the purposes for which they process personal and sensitive information.

This information is publicly available on the Information Commissioners Office (ICO) website www.ic.org.uk

The Practice adheres to the guidance issued by the Information Commissioner's Office (ICO) and is registered with them.

Complaints/Concerns

Should you have any concerns about how your information is managed at the Practice please contact the Practice Manager at the following address:

Sperrin Family Practice

41 Main St, Plumbridge

OMAGH

Co Tyrone BT79 8DL

Or email

Heather.Orr@gp.hscni.net

Or Telephone

02881648292

If you are still unhappy following a review by the Practice, you can then complain to the Information Commissioners Office (ICO) via their website (www.ico.gov.uk) and select

“Raising a Concern’ or email , casework@ico.org.uk, or telephone 03031231113 (local rate) or 01625545745.

Changes to our privacy policy

We regularly review our privacy policy; any updates will be displayed on our Practice and on our website: www.sperrinfamilypractice.com If you require further details on the lawful justifications for processing your data please contact the Practice Manager who can supply you with a more detailed Privacy Statement