FAIR PROCESSING NOTICE

How we use your personal information

This fair processing notice explains why the GP practice collects information about you and how that information may be used.

The health care professionals who provide you with care maintain records about your health and any treatment or care you have received previously (eg NHS Trust, GP Surgery, Walk in Clinics etc). These record help to provide you with the best possible health care.

NHS health 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 which this GP practice hold about you may include the following:-

- Details about you, such as your address, legal representative, emergency contact details;
- Any contact the surgery has had with you, such as appointments, clinic visits, emergency appointments etc;
- Notes and reports about your health;
- Details about your treatment and care;
- Results of investigations such a laboratory tests, xrays etc;
- Relevant information from other health professionals, relatives and those who care for you.

To ensure you received the best possible care, your records are used to facilitate the care you receive. Information held about you may be used to help protect the health of the public and to help us manage the NHS. Information may be used within the GP practice for clinical audit and to monitor the quality of the service provided.

Some of this information will be held centrally and use for statistical purposes. Where wo do this, we take strict measures to ensure that individual patients cannot be identified.

Sometimes you information may be requested to be used for research purposes – the surgery will always gain your consent before releasing the information for this purpose.

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 and through an analysis of your de identified information 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.

Care.data

The Health and Social Care Act 2012 allows the Health & Social Care Information Centre (HSCIC) to collate personal confidential data from GP practices without seeking your specific consent. Care.data is an example of a service that NHS England (not individual GP practices) has set up to use

HSCIC to collect data from GP practices about patients. This is in order to make increased used of information from medical records with the intention of improving healthcare and the quality of care delivered to patients.

Information will be extracted from GP systems and includes personal confidential data such as referrals, NHS Prescriptions and other clinical data. It also includes identifiers like your date of birgh (DoB) postcode, NHS Number and gender. This is so that you information can be linked with data from other healthcare settings for example, the hospital.

Summary Care Record (SCR)

SCR contains basic information about any allergies you may have, unexpected reactions to medication and any prescriptions you have received. The intention is to help clinicians in A&E Departments and Out of Hours health services to give you safe, timely and effective treatment and clinicians will only be allowed to access your record if they are authorised to do so and even then only if you give your expressed consent.

Cheshire Care Record (CCR)

CCR aims to ensure all health and social care professional in Cheshire involved in a patient's care have timely access to information like test results, medication, allergies, social care or mental health information relevant to your medical care.

CCR is different from the SCR as it is only for residents in Cheshire and health professionals will only have access to information relevant to their input in your care if you have given consent. Information can only be accessed within a secure NHS network.

Opt out

If you want to opt out of any of the systems please contact the surgery and complete the relevant opt out form.

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 1998
- Human Rights Act 1998
- Common Law Duty of Confidentiality
- Health and Social Care Act 2012
- NHS codes of Confidentiality and Information Security

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 3rd party without your permission unless there are exceptional circumstances (ie life or death situations), where the law requires

information to be passed on and/or in accordance with the new information sharing principles following Dame Fiona's Caldicott information sharing review (information to be shared or not shared) where "the duty of share information can be as important as the duty to protection patient 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 the 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 organisation:-

- NHS Trusts/Foundation Trust
- GPs
- NHS Commissioning Support Units
- Independent contractors such as dentists, opticians, pharmacists
- Private sector providers
- Voluntary sector providers
- Ambulance Trust
- Clinical Commissioning Groups
- Ambulance Trusts
- Social Care Services
- Health and Social Care Information Centre (HSCIC)
- Local Authorities
- Education Services
- Fire and Rescue services
- Police and judicial services
- The National Diabetes Audit
- Other data processors which you will be informed about.

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

We may use external companies to process personal information. These companies are bound by contractual agreements to ensure information is kept confidential and secure.

Access to personal information

You have a right under the Data Protection Act 1998 to request access to view or 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:-

- Attend the surgery and complete our request form
- For information from the hospital you should write to them direct
- There will be a charge to have a printed copy of this information
- We are required to respond to you within 40 days
- You will need to give adequate information so that your identify can be verified

Objections/ Complaints

Should you have any concerns about how your information is managed at the GP please contact our Practice Manager. If you are still unhappy following a review by the GP practice, you can then complain to the Information Commissioners Office (ICO) via their website www.ico.org.uk

If you are happy for your data to be extracted and used for the purposes described in this fair processing notice then you will not need to do anything.

If you do not want your personal data being extracted and leaving the GP practice for any purposes described, you need to let us know as soon as possible.

We will then enter clinical codes into your records that will prevent data leaving the practice and or leaving the central information system at the Health and Social Care Information Centre (HSCIC) for use by secondary providers.

Change of details

It is important that you tell the person treating you if you change any of your details as your name or address 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 1998 requires organise to register a notification with the Information Commission to describe the purposes for which they process personal and sensitive information.

The practice is registered with the Information Commissioners Office (ICO)

Who is the Data controller?

The Data Controller responsible for keeping your information secure and confidential is

The Partners

Chelford Surgery

Elmstead Rd

Chelford

Macclesfield

SK11 9BS