

PRACTICE PRIVACY NOTICE FOR BRAESIDE SURGERY

Braeside surgery is responsible for the personal data of its patients and we take this extremely seriously. This notice is to inform you of how, and with whom we may need to share your data. The General Data Protection Regulation (GDPR) is a new EU regulation that comes into force in May 2018. This replaces existing data protection legislation. Under this regulation we are obliged to:

- process our patients' data fairly, lawfully and transparently
- collect data only for specific, explicit and legitimate purposes
- data must be limited to what is necessary for the purposes for which it was processed
- information must be accurate and up to date
- data must be kept securely
- data can only be retained for as long as is necessary for the reasons it was collected

We will share personal data only under the followings conditions:

Direct Patient Care

We are legally permitted to share your data where it is necessary to provide the medical services we are contracted to supply. We will only share the information that is needed for the provision of your health care. An example of this would be a referral letter to a hospital specialist.

Legal requirement

We may have to release information to comply with a legal obligation e.g. a direction under the Health and Social Care Act or public health legislation. An example of this would be informing Public Health England if you contract some types of infectious disease.

Management of health or social care systems and services

At times we are required to release personal data for the above reasons. Examples of this would be audits of quality of care in the NHS, screening programmes and medicines management. Where possible your data is anonymised.

Medical research

Information may be divulged for medical research purposes', providing this is in the public interest.

Other

On occasions we receive requests for personal data from third parties such as insurance companies. If this request does not fall into one of the situations above then we will only release information with your explicit consent.

As well as the GDPR we are also bound to a duty of confidentiality. This means that we have to be able to justify any sharing of data and that the data is only shared on a need to know basis and is the minimum amount necessary.

All members of staff in the surgery receive regular training in confidentiality and data protection.

Patient data is retained until their death.

WHOM MIGHT WE SHARE INFORMATION WITH?

- 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 (HSCIC)
- Local Authorities
- Education Services
- Fire and Rescue Services

YOUR RIGHTS

As patients you have the right:

- ✓ To be informed of how your data may be used
- ✓ To access your personal data
- ✓ To request that inaccurate information in your records is changed
- ✓ To restrict how your data is used
- ✓ The right to object to your information being processed (in certain circumstances)
- ✓ The right to complain to the Information Commissioner's Office (Tel 0303 123 1113, <https://ico.org.uk/global/contact-us>)
- ✓ Our ICO Registration Number: Z6635092

If you have any queries about the contents of this notice please contact one of the data protection officers below.

DATA CONTROLLER

Braeside Surgery

Gorse Hill

Farningham

DA4 0JU

Tel: 01322 866038

DATA PROTECTION OFFICERS

Ms Anne Horan/Ms Deborah Hackett

Braeside Surgery

Gorse Hill

Farningham

DA4 0JU

Tel: 01322 866038

Braeside Surgery

May 2018