

**Harrold Medical Practice Peach's Close Harrold Bedford MK43 7DX**

**Data Controller Registration Number Z207613X**

Our Fair Processing Notice explains your privacy rights and how we gather, use and share information about you. If you want to get in touch our Data Protection Officer can be reached by email at: [harrold.medicalcentre@nhs.net](mailto:harrold.medicalcentre@nhs.net) or by post at the above address.

### **YOUR RIGHTS**

You have the right to object how we process your personal information. You have the right to access, correct and restrict the information we use.

### **HOW WE USE YOUR INFORMATION**

The people caring for you need to access about your health and care records in order to make the best decisions about your diagnosis, treatment and care. This could include GPs, hospital-based clinicians, nurses and health visitors.

### **What information will we share?**

These include:

- Name, address, NHS Number and phone number
- Medications
- Test results and investigations
- Correspondence between healthcare professionals involved in your care
- Clinical history
- Emergency department treatment
- Future and past appointments
- Health plans and alerts
- Mental health alerts and diagnoses
- Social care information
- Social care plan.

### **Basis for Sharing**

The use of such information is integral to you receiving quality treatment and care. This will ensure:

- Safer and faster treatment
- Reduced duplication of tests and results
- Reduced delays to treatment
- Better informed clinical decision making

## Lawful Basis for Processing Health and Social Care information

### Direct Care and Administration relating to Care.

General Data Protection Regulation (GDPR) – Article 6 (1)e

- Necessary for the performance of a task carried out in the public interest or in the exercise of official authority

General Data Protection Regulation (GDPR) – Article 9 (2)h

- Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in Article 9 - paragraph 3;

Health and Social Care Act 2012

### Lawful Basis for Safeguarding

For the purposes of safeguarding children and vulnerable adults, the following Article 6 and 9 conditions may apply:

General Data Protection Regulation (GDPR) – Article 6 (1)e

- Necessary for the performance of a task carried out in the public interest or in the exercise of official authority

General Data Protection Regulation (GDPR) – Article 9(2)b

- is necessary for the purposes of carrying out the obligations and exercising the specific rights of the controller or of the data subject in the field of ...social protection law in so far as it is authorised by Union or Member State law..'

### **Record Retention**

All information exchanged/viewed/shared is stored securely for as long as we need for the purposes described, destruction of records is carried out as per to the IGA Records Retention Schedule.

### **The organisations that could be involved in your care are:**

- General Practice Surgeries
- Hospitals
- Community Services
- Out of Hours Services
- Ambulance Services

You can tell your care provider if you don't want them to make your information available to any partners. Your record will be updated accordingly and no information will be available to access. You can change your mind about opting out or at any time.





### **Access to your information**

If you require a copy of your own information please contact the GP practice.

### **Complaints**

The GP practice has a Complaints procedure. If you wish to make a complaint please contact the practice. Patients also have the right to make a complaint to the Information Commissioner's Office regarding breaches of confidentiality.