



PRIVACY NOTICE

How we use your medical records

- This practice handles medical records according to the laws on data protection and confidentiality.
- We share medical records with health professionals who are involved in providing you with care and treatment. This is on a need to know basis and event by event.
- Some of your data is automatically copied to the Shared Care Summary Record.
- We may share some of your data with local out of hours / urgent or emergency care service.
- Data about you is used to manage national screening campaigns such as 'flu, cervical cytology and diabetes prevention.
- Data about you, usually de-identified, is used to manage the NHS and make payments.
- We share information when the law requires us to do so; for instance, when we are inspected, reporting certain illnesses or safeguarding vulnerable people.
- Your data is used to check the quality of care provided by the NHS.
- We may also share medical records for medical research. For more information, please visit our website, ask at reception or e-mail the practice at tccg.summerhilladmin@nhs.net

This practice keeps data on you relating to who you are, where you live, what you do, your family, possibly your friends, your employers, your habits, your problems and diagnoses, the reasons you seek help, your appointments, where you are seen and when you are seen, who by, referrals to specialists and other healthcare providers, tests carried out here and in other places, investigations and scans, treatments and outcomes of treatments, your treatment history, the observations and opinions of other healthcare workers, within and without the NHS as well as comments and aide memoires reasonably made by healthcare professionals in this practice who are appropriately involved in your health care. When registering for NHS care, all patients who receive NHS care are registered on a national database, the database is held by NHS Digital, a national organisation which has legal responsibilities to collect NHS GPs have always delegated tasks and responsibilities to others who work with them in their surgeries. On average an NHS GP has between 1,500 and 2,500 patients for whom he or she is accountable. It is not possible for the GP to provide hands on personal care for each and every one of those patients in those circumstances and, for this reason, GPs share your care with others, predominantly within the surgery but occasionally with outside organisations. If your health needs require care from others elsewhere outside this practice, we will exchange with them whatever information about you that is necessary for them to provide that care. When you make contact with healthcare providers outside the practice, but within the NHS, it is usual for them to send us information relating to that encounter. We will retain part or all of those reports. Normally we will receive equivalent reports of contacts you have with non NHS services but this is not always the case. Your consent to this sharing of data, within the practice and with those others outside the practice is assumed and is allowed by the law. People who have access to your



information will only normally have access to that which they need to fulfil their roles. For instance, admin staff will normally only see your name, address, contact details, appointment history and registration details in order to book appointment; the practice nurses will normally have access to your immunisation, treatment, significant active and important past histories, your allergies and relevant recent contacts whilst the GP you see or speak to will normally have access to everything in your record. You have the right to object to our sharing your data in these circumstances but we have an overriding responsibility to do what is in your best interests. Please see below. We are required by Articles in the General Data Protection Regulations to provide you with the information in the following 9 subsections.

1) Data Controller Summerhill Mrs Lisa Hardaker Surgery, 243 Margate road, Ramsgate, Kent CT12 6SU

2) Data Protection Officer Practice, Summerhill Surgery, 243 Margate Road, CT12 6SU

3) Purpose of the Processing Direct Care is care delivered to the individual alone, most of which is provided in the surgery. After a patient agrees to a referral for direct care elsewhere, such as a referral to a specialist in a hospital, necessary and relevant information about the patient, their circumstances and their problem will need to be shared with the other healthcare workers, such as specialist, therapists, technicians etc. The information that is shared is to enable the other healthcare workers to provide the most appropriate advice, investigations, treatments, therapies and or care.

4) Lawful basis for processing The processing of personal data in the delivery of direct care and for providers' administrative purposes in this surgery and in support of direct care elsewhere is supported under the following articles 6 and 9 conditions of the 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...'. Article 9(2)(h) 'necessary for the purposes of preventative 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...' We will also recognise your rights established under UK case law collectively known as the "Common Law Duty of Confidentiality"*

5) Recipient or categories of recipients of the processed data The data will be shared with healthcare professionals and support staff in this surgery and at hospitals, diagnostic and treatment centres who contribute to your personal care. These include East Kent Hospitals University Foundation Trust, Kent Community Health Foundation Trust, Clinical Commissioning Group, Physiological Measurements Ltd, Physiotherapy, IAPT, Faversham Counselling Services, Chaucer Hospital, One Ashford Hospital, DMC Healthcare, MCP, and other organisations allied to the NHS, social services and any other providers that we refer you to.

6) Rights to object You have the right to object to some or all the information being processed under Article 21. Please contact the Data Controller or the practice. You should be aware that this is a right to raise an objection; this is not the same as having an absolute right to have your wishes granted in every circumstance.



7) Right to access and correct You have the right to access the data that is being shared and have any inaccuracies corrected. There is no right to have accurate medical records deleted except when ordered by a Court of Law.

8) Retention period The data will be retained in line with the law and national guidance. <https://digital.nhs.uk/article/1202/Records-Management-Code-ofPractice-for-Health-and-Social-Care-2016> or speak to the practice.

9) Right to Complain. You have the right to complain to the Information Commissioner's Office, you can use this link <https://ico.org.uk/global/contact-us/> or call their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate) There are National Offices for Scotland, Northern Ireland and Wales, (see ICO website)