

Registration

We are registered with the Information Commissioner's Office (ICO) as a data controller which describes the purposes for which we process personal data. A copy of the registration is available from the ICO's web site by searching on our practice name.

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
- Specialist Trusts
- Independent contractors such as dentists, opticians, pharmacists
- Private sector providers
- Voluntary sector providers
- Ambulance Trusts
- Clinical Commissioning Groups
- Social Care and Health
- Local Authorities
- Education Services
- Police, Fire & Rescue Services
- Other data processors

What are your rights?

Where information from which you can be identified is held, you have the right to ask to:

- View this or request copies of the records by making a [subject access request](#) – also see below.
- request information is corrected
- have the information updated where it is no longer accurate
- ask us to stop processing information about you where we are not required to do so by law – although

we will first need to explain how this may affect the care you receive.

Access to personal information

You have a right under the Data Protection Act 1998 to access/view what information the surgery holds about you, and to have it amended or removed should it be inaccurate. This is known as 'the right of subject access'. If we do hold information about you we will:

- Give you a description of it
- Tell you why we are holding it
- Tell you who it could be disclosed to, and
- Let you have a copy of the information in an intelligible form

If you would like to make a 'subject access request', please contact the Practice.

Great North Care Record (GNCR)

A local initiative to share medical information in the North East. The information shared is similar to that in the Summary Care Record with Additional Information. Health Professionals at other organisations will only be able to access this information with your permission. This information will be shared unless you tell us in writing that you don't want us to share it. You can opt-out of this scheme – please ask at the surgery

Your right to withdraw consent

If you are happy for your data to be extracted and used for the purposes described in this Fair Processing Notice, then you do not need to do anything. If you do not want your personal data being extracted and used for the purposes described, then you need to let the Practice know as soon as possible in writing.

Happy House Surgery
Durham Road
Sunderland

Tel: 0191 528 2222

website: <http://happyhousesurgery.nhs.uk>

HOW WE USE YOUR HEALTH RECORDS

Better Information, Better Health



This leaflet explains:

- *Why the NHS collects information about you and how it is used.*
- *Who we may share information with.*
- *Your right to see your health records and how we keep your records confidential.*

This leaflet is a summary of the 'Fair Processing Notice', the full version of which is available from reception or our website:
<http://happyhousesurgery.nhs.uk/fair-processing-notice/>

How we use your information

Our GP practice holds information about you and this document outlines how that information is used, with whom we may share that information, how we keep it secure (confidential) and what your rights are in relation to this.

The Health Care Professionals (HCP) 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, Community clinics or staff etc.). These records help to provide you with the best possible healthcare.

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.

What kind of information do we use?

- Details about you, such as address and next of kin and carer information etc
- Any contact the surgery has had with you such as appointments, clinic visits, emergency appointments and so on
- Notes and reports about your health
- Details about your treatment and care
- Results of investigations such as laboratory tests, x-rays etc.
- Relevant information from other HCPs, relatives or those who care for you

To ensure you receive 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 for clinical audit to monitor the quality of the service provided and to plan NHS services.

Apart from direct health care sensitive personal information may also be used in the following cases:

- To respond to patients, carers or Member of Parliament communication
- We have received consent from individuals to be able to use their information for a specific purpose.
- There is an over-riding public interest in using the information e.g. in order to safeguard an individual, or to prevent a serious crime.
- There is a legal requirement that will allow us to use or provide information (e.g. a formal court order).
- For the health and safety of others, for example to report an infectious disease such as meningitis or measles.
- We have special permission for health and research purposes (granted by the Health Research Authority).

Risk Stratification

Risk stratification tools are increasingly being used in the NHS to help determine a person's risks of suffering from a particular condition, preventing an unplanned or (re)admission and identifying a need for preventative intervention.

Invoice validation

If you have received treatment within the NHS, access to your personal information is required in order to determine which Clinical Commissioning Group (CCG) should pay for the treatment or procedure you have received.

The dedicated NECS team receives patient level information (minimal identifiers are used for this purpose, such as NHS number, post code, date of

birth) direct from the hospital providers and undertakes a number of checks to ensure that the invoice is valid and that it should be paid for by the CCG.

How do we maintain confidentiality of your records?

We are committed to protecting your privacy and will only use information collected lawfully in accordance with the Data Protection Act 1998 (which is overseen by the Information Commissioner's Office), Human Rights Act, the Common Law Duty of Confidentiality and the NHS Codes of Confidentiality and Security.

Every member of staff who works for an NHS organisation has a legal obligation to keep information about you confidential. Anyone who received information from an NHS organisation has a legal duty to keep it confidential.

We maintain our duty of confidentiality to you at all times. 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 (e.g. life or death situations) or where the law requires information to be passed on.

The Data Controller, responsible for appropriate data sharing for the practice, is Dr Nayar Quasim, who is assisted by the Practice Manager, Steven Harder, who is the contact for all enquiries and can be contacted through reception.

The Data Protection Officer for the Practice is James Carroll who is responsible for the Practice's compliance with GDPR legislation. He can be contacted on 0191 404 1000 Ext 3436 or at dpo.sunccg@nhs.net