

# *Helpsheet*

## *Fair Processing of Data*



### **Background**

Sharing data enables us, with your consent, to share your medical records with those in the NHS who are involved in your care. NHS staff can only access shared information if they are involved in your care and being an electronic service an audit log is maintained showing when and who has accessed medical records. SystmOne Sharing only allows those treating you to access medical records. It does not enable your records to be used for research or other purposes. This sharing helps clinicians to make decisions based upon a wider knowledge of you and also helps to reduce the number of times that you or your family members are asked the same question. In short it assists clinicians to provide more 'joined up care'.

### **Who could see my records?**

Sharing will allow clinicians treating you, who have access to SystmOne to view and in some cases update your medical records. This may include departments at local hospitals (including A&E) and community services, such as the District Nursing Team. It is anticipated that over time more health services will be able to benefit from this. Clinicians outside of the Medical Centre who wish to access your medical records will ask for your permission to do so and will need to have been issued with a NHS Smartcard.

### **Can I pick and choose who sees my record?**

Yes, you can. With this sharing there are two levels of consent. The first is to agree to sharing your medical records OUT of the practice. This is your agreement that records maintained by your GP can be seen, subject to your authority at the time, by clinicians working outside of the Medical Centre. The second is agreeing to share your records IN. This means that your GP can see the records made by other health professionals who have access to SystmOne. However, as the treating clinician needs to ask your permission to see the records at the beginning of each period of care you are in control of who can see your medical information.

### **What if there is a matter that I want to stay just between me and my doctor?**

You can ask for any consultation to be marked as private, this means that viewing is restricted to the Medical Centre, but allows the rest of the record to be viewed by whoever else is treating you. It is your responsibility to ask for a consultation to be marked as private.

### **Can I change my mind?**

Yes, you can always change your mind at any time and ask for your preference to be amended on your record.

### **What happens in an emergency?**

In the event of a medical emergency, and if the clinician treating you feels it is important to be able to see your medical records, he is able to override any consents set. However, the doctor has to give a written reason for doing so.