

# Acle Medical Partnership Processing Activities Log

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Name of Processing Activity	Description	Categories of individuals	Categories of personal data	GDPR Lawful Basis - Personal Data	GDPR Lawful Basis - Spec Cat Data	DPA 2018 Exemption (Personal)	DPA 2018 Exemption (Sensitive)	Source of Data	Data includes Sensitive / Special Categories
<b>REFERRALS, TEST RESULTS, DISCHARGE NOTICES</b>	Exchanging health information across the health and social care network to facilitate care for the individual	Patients	Contact Details, NHS No, DOB, Referral Reason, Supporting Clinical Information i.e. meds, allergies	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, practice generates internally, or other health / care providers provide	YES
<b>Extended / Out of Hours Services</b>	External consultants access the practice record and provide details of consultation back to practice	patients	Contact Details, NHS No, DOB, Medication Details	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>EPS</b>		patients							YES

	Information is collated and shared for research purposes		Varies depending on research programme	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	
<b>RESEARCH</b>	Patient Data is used for the Purposes of Research	patients	Full Medical Record Outcome of external consultation	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>INFORMATION RIGHTS REQUEST</b>	Response to a patient (or representative) request related to access, amendment, restriction, objection re personal data	patients, staff or visitors	Full Medical Record, Employee Record	Article 12 to 23	Article 12 to 23	Chapter 3	Chapter 3	Patient provides, generated internally or other health / care providers provide	YES
<b>MEDICAL REPORTS REQUEST</b>	Response to a commercial / employer / police / request for completion of medical reports	patients	Varies depending on nature of request	Article 6 (1) (a) Consent	Article 9 (2) (a) Consent	Schedule 9 (1) Consent	Schedule 10 (1) Consent	Patient provides, generated internally or other health / care providers provide	YES

<b>CONFIDENTIAL WASTE DESTRUCTION</b>	Confidential waste is collected, transferred and destroyed or destroyed on site	staff, public, patients	Any hard copy confidential waste produced by the practice	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>PATIENT TEXTS</b>	Texts are sent to patients in relation to healthcare services	staff, public, patients	Contact Details, Appointment Information	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>PATHOLOGY COURIER</b>	Samples are provided to the courier for delivery to pathology	staff, public, patients	Contact Details, NHS No, DOB, Pathology Request	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>PCSE NOTES</b>	Movement of Patient records to Primary Care Support England	patients	Full Medical Record	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES

<b>CORONER REPORTS</b>	Reports are provided to the coroner	patients	Contact Details, DOB, Gender, Address, NHS No, Medical Information	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>COMMISSIONER REPORTS</b>	Quality / payment / performance reports are provided to service commissioners	patients	Varies Depending on Report	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>TELEPHONE RECORDING</b>	General calls to the surgery are recorded for training and monitoring purposes	patients, staff	Contact Details, Details of Conversation including health information	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Those making or receiving calls.	YES
<b>INVOICING FOR PATIENT NOTES / COPY RECORDS</b>	Invoices are sent to patients in relation to production of reports or notes	patients	Contact Details, Details of report required, cost	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	NO

<b>DIGITAL DICTATION</b>	In-house dictation system to refer patient to another health or social care professional or service	patients	Contact Details, Health Information	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>PATIENT ACCESS</b>	Patient access for online appointment booking, prescription requests and access to medical records	patients	Possibly Full Health Records	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>INCIDENT MANAGEMENT</b>	Clinical, health and safety or information incidents are managed	patients	Contact Details, Health Information, Incident Info	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>OUT OF HOURS (OOH)</b>	Patients are provided to OOH provider	patients	Possibly Full Health Records	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e)	Sch 10 (8) (1)	Patient provides, generated internally or	YES

						Public Task	Medical Purposes	other health / care providers provide	
<b>HOME VISITS</b>	Information is transported to the patients home to provide consultation or care	patients	Possibly Full Health Records	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>REMOTE WORKING</b>	Information is accessed remotely	patients	Possibly Full Health Records	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>SELF CHECK IN SCREENS</b>	Patients access a digital check in screen to record their attendance at the practice	patients	Contact Details, Health Information	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
		patients							YES

<b>COMPLAINTS / PALS</b>	investigation and resolution of patient complaints		Contact Details, Health Information, complaint information	Article 6 (1) (a) Consent	Article 9 (2) (a) Consent	Schedule 9 (1) Consent	Schedule 10 (1) Consent	Patient provides, generated internally or other health / care providers provide	
<b>DIABETIC EYE SCREENING</b>	Personal Data is sent to the East Anglian DESP to form a public health register and to allow multi agency working	patients	Contact Details, Health Information	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>NHS Health Checks</b>	NHS Health Checks	patients	Contact Details, Health Information	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>Patient Participation Group</b>	Personal data is processed for the creation and maintenance of the PPG / PEG	patients	Contact Details, Health Information	Article 6 (1) (a) Consent	Article 9 (2) (a) Consent	Schedule 9 (1) Consent	Schedule 10 (1) Consent	Patients	YES

<p><b>Tele-Consultation Service</b></p>	<p>Personal data is processed for the purposes of remote consultation services</p>	<p>patients</p>	<p>Possibly Full Health Records</p>	<p>6 (1) (e) Public Task</p>	<p>9 (h) Medicine</p>	<p>Sch 9 (5) (e) Public Task</p>	<p>Sch 10 (8) (1) Medical Purposes</p>	<p>Patient provides, generated internally or other health / care providers provide</p>	<p>YES</p>
<p><b>Video consultation</b></p>	<p>Personal data is processed for the purposes of remote consultation services</p>	<p>patients, trainees</p>	<p>Possibly Full Health Records</p>	<p>6 (1) (e) Public Task</p>	<p>9 (h) Medicine</p>	<p>Sch 9 (5) (e) Public Task</p>	<p>Sch 10 (8) (1) Medical Purposes</p>	<p>Patient provides, generated internally or other health / care providers provide</p>	<p>YES</p>