

Fair Processing Notice

How we use your personal information

This fair processing notice explains why the practice collects information about you and how that information may be used.

The health care professionals who provide you with care maintain records about your health and any treatment or care you have received previously (e.g. Hospital, GP Surgery, Walk-in clinic, 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. Records which this GP Practice hold about you may include the following information;

- Details about you, such as your address, legal representative, emergency contact details
- Any contact the surgery has had with you, such as appointments, clinic visits, emergency appointments, etc.
- 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 health professionals, relatives or those who care for you

Your records will be retained in accordance with:

the NHS Code of Practice for Records Management

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 within the GP practice for clinical audit to monitor the quality of the service provided.

Some of this information will be held centrally and used for statistical purposes. Where we do this, we take strict measures to ensure that individual patients cannot be identified.

Sometimes your information may be requested to be used for research purposes – the surgery will always gain your consent before releasing the information for this purpose.

Use of Digital Consultation Support Tools

The Practice may use AI transcription service (such as Heidi) to transcribe your clinical consultations and streamline documentation. AI / Heidi processes your personal data on our behalf under a strict contractual agreement, ensuring compliance with all relevant data protection standards. You can choose to opt out at any time by informing our staff if you prefer traditional note-taking methods. AI / Heidi only processes your data to create a transcription of your consultation and will not access or retain it for any other purpose. AI / Heidi follow recognised guidelines for handling records. Use is subject to patient consent.

How do we maintain the confidentiality of your records?

We are committed to protecting your privacy and will only use information collected lawfully in accordance with:

- Data Protection Act 1998
- Human Rights Act 1998
- Common Law Duty of Confidentiality
- Health and Social Care Act 2012
- NHS Codes of Confidentiality and Information Security
- Information: To Share or Not to Share Review ([click here](#) to read further information about this)

Every member of staff who works for the Practice or another NHS organisation has a legal obligation to keep information about you confidential.

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 3rd party without your permission unless there are exceptional circumstances (i.e. life or death situations), where the law requires information to be passed on for example Child/Adult Protection and Serious Criminal Activity.

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 or receive information from the following organisations:-

- NHS Trusts / Foundation Trusts

- GP's
- NHS Commissioning Support Units
- Independent Contractors such as dentists, opticians, pharmacists
- Private Sector Providers
- Voluntary Sector Providers
- Ambulance Trusts
- Clinical Commissioning Groups
- Social Care Services
- NHS Digital
- Local Authorities
- Education Services
- Fire and Rescue Services
- Police & Judicial Services
- Other 'data processors' which you will be informed of
- Digital clinical documentation providers (e.g. Heidi Scribe), used to support the creation of clinical notes during consultations

You will be informed who your data will be shared with and in some cases asked for explicit consent for this happen when this is required.

We may also use external companies to process personal information, such as for archiving purposes. These companies are bound by contractual agreements to ensure information is kept confidential and secure.

Access to personal information

You have a right under the Data Protection Act to request access to view or to obtain copies of what information the surgery holds about you and to have it amended should it be inaccurate. In order to request this, you need to do the following:

- Your request must be made in writing to the GP - for information from the hospital you should write direct to them
- We are required to respond to you within 30 days
- You will need to give adequate information (for example full name, address, date of birth, NHS number and details of your request) so that your identity can be verified and your records located

Change of Details

It is important that you tell the person treating you if any of your details such as your name or address have changed or if any of your details such as date of birth is incorrect in order for this to be amended. You have a responsibility to inform us of any changes so our records are accurate and up to date for you.

Notification

The Data Protection Act 1998 requires organisations to register a notification with the Information Commissioner to describe the purposes for which they process personal and sensitive information.

This information is publicly available on the Information Commissioners Office website www.ico.org.uk

The practice is registered with the Information Commissioners Office (ICO).

ICO Number: Z7117274

Who is the Data Controller?

The Data Controller, responsible for keeping your information secure and confidential is:

[Dr S Zaman]

(Update 1/7/2021)

As a GP practice we already share patient data via the General Practice Extraction Service (GPES) which has operated for over 10 years but now needs to be replaced. In addition to replacing what GPES does the GPDfPR service will also help to support:

1. **Research the long-term impact of coronavirus on the population** - There is a lot about coronavirus that we do not know, including the long-term health impacts. Patient data from GP medical records will be very important in the coming months and years, as scientists analyse and understand the impact of the virus on human health.
2. **Analyse healthcare inequalities. example, to understand how people of different ethnicities access healthcare and how the outcomes of particular groups compare to the rest of the population.** This will help the NHS to assess healthcare inequalities and make any necessary changes to its services.

3. **Research and develop cures for serious illnesses.** Researchers have previously used patient data from GP medical records to show that there was no association between the [measles, mumps and rubella vaccine and the development of autism](#); to confirm the [safety of the meningococcal group B vaccine](#); and to investigate whether certain [medications increase the risk of cancer](#).

Who will collect the data from your Practice?

NHS Digital.

What data will be collected?

The following data may be collected from GP medical records:

- Data relating to any living patient registered at a GP practice in England when the collection started - this includes children and adults.
- Data relating to any patient who died after 1 July 2021 and was previously registered at a GP practice in England when the data collection started.

NHS Digital will collect:

- Data about diagnoses, symptoms, observations, test results, medications, allergies, immunisations, referrals, recalls and appointments, including information about physical, mental and sexual health.
- Data on sex, ethnicity and sexual orientation.
- Data about staff who have treated patients.

NHS Digital will not collect:

- Name and address (except for postcode, protected in a unique coded form).
- Written notes (free text), such as the details of conversations with doctors and nurses.
- Images, letters and documents.
- Coded data that is not needed due to its age - for example medication, referral and appointment data that is over 10 years old.
- Coded data that GPs are not permitted to share by law - for example certain codes about IVF treatment, and certain information about gender re-assignment.

As above NHS Digital **will not** collect patients' names or addresses or any other data that could directly identify patients (such as NHS Number, date of birth, full postcode). The data will be pseudonymised i.e., it will be replaced with unique codes which are produced by de-identification software before the data is shared with NHS Digital.

More detail on the data collected including the legal basis is included on the Data Provision Notice issued to practices see: [General Practice Data for Planning and Research - NHS Digital](#)

Who will receive this pseudonymised data?

NHS Digital will share pseudonymised data with any relevant 'authorised' organisation so that they can use the data to improve health and care services going forward.

Will NHS Digital share patient data?

Yes. NHS Digital will be able to use reidentification software to convert the unique codes back to data that could directly identify patients but only in certain circumstances and where there is a valid legal reason. Organisations must meet strict criteria to be able to use the information for local, regional and national planning, policy development, commissioning, public health and research purposes.

Opting out

If you don't want your identifiable patient data to be shared for purposes except for your own care, you can opt-out by registering a Type 1 Opt-out or a National Data Opt-out, or both. These opt-outs are different and they are explained in more detail below. Your individual care will not be affected if you opt-out using either option.

Type 1 Opt-out (opting out of NHS Digital collecting your data)

We will not collect data from GP practices about patients who have registered a Type 1 Opt-out with their practice. There is a form that you can complete and send to your GP practice see appendix 1.

This collection will start on 1 September 2021.

If you register a Type 1 Opt-out after this collection has started, no more of your data will be shared with us. We will however still hold the patient data which was shared with us before you registered the Type 1 Opt-out.

If you do not want NHS Digital to share your identifiable patient data with anyone else for purposes beyond your own care, then you can also register a National Data Opt-out.

National Data Opt-out (opting out of NHS Digital sharing your data)

We will collect data from GP medical records (unless you have type 1 opt out) about patients who have registered a National Data Opt-out. The National Data Opt-out applies to identifiable patient data about your health, which is called confidential patient information.

NHS Digital won't share any confidential patient information about you - this includes GP data, or other data we hold, such as hospital data - with other organisations, unless there is an exemption to this. To opt out of the national data please use the link below.

<https://your-data-matters.service.nhs.uk/>

Health Risk Screening / Risk Stratification

Health Risk Screening or Risk Stratification is a process that helps your GP to determine whether you are at risk of an unplanned admission or deterioration in health. By using selected information such as age, gender, NHS number, diagnosis, existing long term condition(s), medication history, patterns of hospital attendances, admissions and periods of access to community care your GP will be able to judge if you are likely to need more support and care from time to time, or if the right services are in place to support the local population's needs.

To summarise Risk Stratification is used in the NHS to:

- Help decide if a patient is at a greater risk of suffering from a particular condition;
- Prevent an emergency admission;
- Identify if a patient needs medical help to prevent a health condition from getting worse; and/or
- Review and amend provision of current health and social care services.

Your GP will use computer based algorithms or calculations to identify their registered patients who are at most risk, with support from the local Commissioning Support Unit and/or a third party accredited Risk Stratification provider. The risk stratification contracts are arranged by your local CCG in accordance with the current Section 251 Agreement. Neither the CSU nor your local CCG will at any time have access to your personal or confidential data. They will only act on behalf of your GP to organise the risk stratification service with appropriate contractual technical and security measures in place.

Your GP will routinely conduct the risk stratification process outside of your GP appointment. This process is conducted electronically and without human intervention. The resulting report is then reviewed by a multidisciplinary team of staff within the Practice. This may result in contact being made with you if alterations to the provision of your care are identified.

As mentioned above, you have the right to object to your information being used in this way. However you should be aware that your objection may have a negative impact on the timely and proactive provision of your direct care. Please contact the Practice Manager to discuss how disclosure of your personal data can be limited.

Sharing of Electronic Patient Records within the NHS

Electronic patient records are kept in most places where you receive healthcare. Our local electronic systems (such as SystmOne, EMIS and Eclipse) enables your record to be shared with organisations involved in your direct care, such as:

- GP practices
- Primary Care Network (SWAN)
- Community services such as district nurses, rehabilitation services, telehealth and out of hospital services.
- Child health services that undertake routine treatment or health screening
- Urgent care organisations, minor injury units or out of hours services
- Community hospitals
- Palliative care hospitals
- Care Homes
- Mental Health Trusts
- Hospitals

- Social Care organisations
- Pharmacies
- OSS

In addition, NHS England have implemented the Summary Care Record which contains information including medication you are taking and any bad reactions to medication that you have had in the past.

In most cases, particularly for patients with complex conditions and care arrangements, the shared electronic health record plays a vital role in delivering the best care and a coordinated response, taking into account all aspects of a person's physical and mental health. Many patients are understandably not able to provide a full account of their care, or may not be in a position to do so. The shared record means patients do not have to repeat their medical history at every care setting.

Your record will be automatically setup to be shared with the organisations listed above, however you have the right to ask your GP to disable this function or restrict access to specific elements of your record. This will mean that the information recorded by your GP will not be visible at any other care setting.

You can also reinstate your consent at any time by giving your permission to override your previous dissent.

Objections / Complaints

Should you have any concerns about how your information is managed at the GP, please contact the Practice Manager. If you are still unhappy following a review by the GP practice, you can then complain to the Information Commissioners Office (ICO) via their website (www.ico.org.uk).

Registering a type 1 out opt preference

The data held in your GP medical records is shared with other healthcare professionals for the purposes of your individual care. It is also shared with other organisations to support health and care planning and research.

If you do not want your personally identifiable patient data to be shared outside of your GP practice for purposes except your own care, you can register an opt-out with your GP practice. This is known as a Type 1 Opt-out.

Type 1 Opt-outs may be discontinued in the future. If this happens then they may be turned into a National Data Opt-out. Your GP practice will tell you if this is going to happen and if you need to do anything. More information about the National Data Opt-out is here:

<https://www.nhs.uk/your-nhs-data-matters/>

You can use this form to:

- register a Type 1 Opt-out, for yourself or for a dependent (if you are the parent or legal guardian of the patient) (to **Opt-out**)
- withdraw an existing Type 1 Opt-out, for yourself or a dependent (if you are the parent or legal guardian of the patient) if you have changed your preference (**Opt-in**)

This decision will not affect individual care and you can change your choice at any time, using this form. This form, once completed, should be sent to your GP practice by email or post.

Details of the patient

Title										
Forename(s)										
Surname										
Address										
Phone number										
Date of birth										
NHS Number (if known)										

Details of parent or legal guardian

If you are filling in this form on behalf of a dependent e.g. a child, the GP practice will first check that you have the authority to do so. Please complete the details below:

Name	
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Address	
Relationship to patient	

Your decision

☐

Opt-out

I do not allow my identifiable patient data to be shared outside of the GP practice for purposes except my own care.

OR

I do not allow the patient above's identifiable patient data to be shared outside of the GP practice for purposes except their own care.

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Withdraw Opt-out (Opt-in)

I do allow my identifiable patient data to be shared outside of the GP practice for purposes beyond my own care.

OR

I do allow the patient above's identifiable patient data to be shared outside of the GP practice for purposes beyond their own care.

Your declaration

I confirm that:

- the information I have given in this form is correct
- I am the parent or legal guardian of the dependent person I am making a choice for set out above (if applicable)

Signature

Date signed

Please post or send by email gp-p92005@nhs.net to your GP practice

For GP Practice Use Only

Date received		
Date applied		
Tick to select the codes applied	Opt – Out - Dissent code: XaZ89 Dissent from secondary use of general practitioner patient identifiable data (finding))	
	Opt – In - Dissent withdrawal code: XaZ2A Dissent withdrawn for secondary use of general practitioner patient identifiable data (finding))]	