OHP EASY READ PRIVACY NOTICE

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| Image result for our health partnership | **Who are OHP?** |
| Image result for our health partnership | Our Health Partnership is a super partnership of GP’s providing NHS primary care services and this Practice is also a part of the organisation. |
| C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\FC088E58.tmp | We help people with their health and social care. |
| C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\A9A8F27F.tmp | We are registered with the Information Commissioner’s Office (ICO) to use information about the people we work with under the UK Data Protection Act 2018 and our registration number is Z9977843 |
| Image result for read symbols | Read more about OHP here:  [https://ourhealthpartnership.com](https://ourhealthpartnership.com/) |
| C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\CA74C5DD.tmp | For information on all our services please visit our website. Here is the link: <https://www.ourhealthpartnership.com>  [www.bordesleygreensurgery.com](http://www.bordesleygreensurgery.com) |
| Image result for why | **Why do we collect personal information about you?** |
| Image result for personal information | Personal Information is information about you or other people |
| [C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\A6C72AD5.tmp](https://www.google.co.uk/imgres?imgurl=https://openclipart.org/image/2400px/svg_to_png/182517/paper-notes.png&imgrefurl=https://openclipart.org/detail/182517/paper-notes&docid=TajSNl2sJ2HkUM&tbnid=HskXuAItsdq7hM:&vet=10ahUKEwiquJe92cTdAhUEC8AKHfU_CNIQMwiJAigNMA0..i&w=1951&h=2400&bih=566&biw=1188&q=notes&ved=0ahUKEwiquJe92cTdAhUEC8AKHfU_CNIQMwiJAigNMA0&iact=mrc&uact=8) | We need to keep information about your health, treatment and care. |
| [C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\398BE94.tmp](https://www.google.com/imgres?imgurl=https://us.123rf.com/450wm/thomaspajot/thomaspajot1202/thomaspajot120200008/12494605-thumb-good.jpg?ver%3D6&imgrefurl=https://www.123rf.com/photo_12494605_thumb-good.html&docid=0I6nh_KF9RFxnM&tbnid=SHV6d4uPL9GXXM:&vet=10ahUKEwjn-YmWiNndAhXHKFAKHQP0BIEQMwg6KAYwBg..i&w=381&h=450&bih=566&biw=1188&q=good%20&ved=0ahUKEwjn-YmWiNndAhXHKFAKHQP0BIEQMwg6KAYwBg&iact=mrc&uact=8) | This is so we can give you good treatment and care. |
| Image result for read symbols | Read about the ways we keep personal information: |
| [Image result for filing](https://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwiB3KTs2cTdAhUBLcAKHb7dDl4QjRx6BAgBEAU&url=https://blog.postofficeshop.co.uk/setting-effective-filing-system/&psig=AOvVaw0dymfDYzI36tnee2f5kjFe&ust=1537365168935935) | On paper and in a file |
| [C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\FCD13327.tmp](https://www.google.co.uk/imgres?imgurl=https://previews.123rf.com/images/vladvm/vladvm1504/vladvm150400367/39241146-the-computer-icon-pc-symbol-flat-vector-illustration.jpg&imgrefurl=https://www.123rf.com/photo_39241146_stock-vector-the-computer-icon-pc-symbol-flat-vector-illustration.html&docid=k49PHJZiQE4LvM&tbnid=Tx4P4fLftNwH_M:&vet=10ahUKEwihx5KK38TdAhVLAcAKHTL1BKsQMwi8AygCMAI..i&w=1300&h=1300&bih=566&biw=1188&q=computer%20symbol&ved=0ahUKEwihx5KK38TdAhVLAcAKHTL1BKsQMwi8AygCMAI&iact=mrc&uact=8) | In an electronic patient record system |
| [Image result for law](https://www.google.co.uk/imgres?imgurl=https://blogs.kent.ac.uk/kbs-employability/files/2016/10/law.png&imgrefurl=https://blogs.kent.ac.uk/kbs-employability/2016/10/18/law-for-non-law-students/&docid=H4m4vdxr1NyugM&tbnid=89fskJF74vRtyM:&vet=10ahUKEwjs_IOQjtvdAhXrLsAKHcEcAFoQMwjbAShfMF8..i&w=292&h=297&bih=566&biw=1188&q=law&ved=0ahUKEwjs_IOQjtvdAhXrLsAKHcEcAFoQMwjbAShfMF8&iact=mrc&uact=8) | We process personal information for the provision of “health and Social care treatment to include the management of health and social care systems and services”. This is a “Public Task” as set down in UK Law. |
| Image result for read symbols | You can read more about the UK Data Protection Act 2018 by clicking this link http://www.legislation.gov.uk/ |
| Image result for why | **What personal information do we need to collect about you?** |
| [Image result for care plan](https://www.google.co.uk/imgres?imgurl=https://kathleenhalme.com/images/report-clipart-care-plan-1.png&imgrefurl=https://kathleenhalme.com/explore/report-clipart-care-plan/&docid=jF7BiN7aU1LBXM&tbnid=jo2_Z0NiZiAVqM:&vet=12ahUKEwiwuZqP4MTdAhVrKMAKHTotCkE4yAEQMygSMBJ6BAgBEBM..i&w=500&h=500&bih=566&biw=1188&q=care%20plan&ved=2ahUKEwiwuZqP4MTdAhVrKMAKHTotCkE4yAEQMygSMBJ6BAgBEBM&iact=mrc&uact=8) | We need some information to make you a health and social care record |
| Image result for read symbols | Read more about what information we need |
| [Image result for name](https://www.google.co.uk/imgres?imgurl=https://www.rd.com/wp-content/uploads/2017/02/So-Why-Do-We-Even-Have-Middle-Names-185125149-ZoltanFabian-1024x683.jpg&imgrefurl=https://www.rd.com/culture/why-do-we-have-middle-names/&docid=yv5J7WvidICdcM&tbnid=p_HqfdvS6Fp_BM:&vet=10ahUKEwj_l52w4MTdAhXoCMAKHTgPAtQQMwjKAygeMB4..i&w=1024&h=683&bih=566&biw=1188&q=name%20&ved=0ahUKEwj_l52w4MTdAhXoCMAKHTgPAtQQMwjKAygeMB4&iact=mrc&uact=8) | Your name |
| [Image result for address symbol](https://www.google.co.uk/imgres?imgurl=https://4.imimg.com/data4/RF/BD/MY-979637/address-verification-service-500x500.png&imgrefurl=https://www.indiamart.com/proddetail/address-verification-service-12573108548.html&docid=uLUEg5RYT4Fm7M&tbnid=bR8YQSedJmx1rM:&vet=10ahUKEwiNg87x4MTdAhWEAcAKHdTnAQ8QMwj6ASgUMBQ..i&w=500&h=461&bih=566&biw=1188&q=address%20symbol&ved=0ahUKEwiNg87x4MTdAhWEAcAKHdTnAQ8QMwj6ASgUMBQ&iact=mrc&uact=8) | Your address |
| [Image result for telephone symbol](https://www.google.co.uk/imgres?imgurl=https://www.freeiconspng.com/uploads/phone-icon-old-phone-telephone-icon-9.png&imgrefurl=https://www.freeiconspng.com/img/930&docid=mD5JvMria8lxqM&tbnid=YxVrV0m-erM6TM:&vet=10ahUKEwin3JGL4cTdAhUrL8AKHdosCwcQMwinAigbMBs..i&w=512&h=512&bih=566&biw=1188&q=telephone%20symbol&ved=0ahUKEwin3JGL4cTdAhUrL8AKHdosCwcQMwinAigbMBs&iact=mrc&uact=8) | Your telephone number |
| [C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\A7A19D56.tmp](https://www.google.co.uk/imgres?imgurl=http://stylesatlife.com/wp-content/uploads/2014/03/Birth-Date-Astrology.jpg&imgrefurl=https://stylesatlife.com/articles/birth-date-astrology/&docid=Y1Feh5hHgvomaM&tbnid=Vd_LUveQoRzJAM:&vet=10ahUKEwiak4SY4cTdAhUDecAKHf-1DQoQMwjYASgIMAg..i&w=250&h=188&bih=566&biw=1188&q=date%20of%20birth&ved=0ahUKEwiak4SY4cTdAhUDecAKHf-1DQoQMwjYASgIMAg&iact=mrc&uact=8) | Your date of birth |
| [C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\E3252BD4.tmp](https://www.google.co.uk/imgres?imgurl=https://www.colourbox.com/preview/1430114-peace-the-form-of-people-of-a-different-ethnic-origin-with-a-planet-on-a-background.jpg&imgrefurl=https://www.colourbox.com/image/peace-the-form-of-people-of-a-different-ethnic-origin-with-a-planet-on-a-background-image-1430114&docid=16nTCHyk9d6M2M&tbnid=i9YjVTA1lGAN1M:&vet=10ahUKEwiR4bLA4cTdAhUqCcAKHZPTBYQQMwhbKAkwCQ..i&w=800&h=800&bih=566&biw=1188&q=ethnic%20origin&ved=0ahUKEwiR4bLA4cTdAhUqCcAKHZPTBYQQMwhbKAkwCQ&iact=mrc&uact=8) | Your ethnic origin |
| [C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\ECC6CD3E.tmp](https://www.google.co.uk/imgres?imgurl=https://i2.wp.com/fcpp.org/wp-content/uploads/contact.jpg?fit%3D888,802%26ssl%3D1&imgrefurl=https://fcpp.org/contact/&docid=xyCLMibohmHtmM&tbnid=niTp-Pm48uZ9gM:&vet=10ahUKEwiO1q-1j9vdAhVoC8AKHYReCHgQMwh6KAIwAg..i&w=888&h=802&bih=566&biw=1188&q=contact&ved=0ahUKEwiO1q-1j9vdAhVoC8AKHYReCHgQMwh6KAIwAg&iact=mrc&uact=8) | Contact details of your family and carers |
| [Image result for information](https://www.google.com/imgres?imgurl=http://pinehursthills.com/Images/Information.jpg&imgrefurl=http://pinehursthills.com/httpdocs/Association%20Information.html&docid=Ey0HJpG3y2JP3M&tbnid=dsNjXMGfWtGP0M:&vet=10ahUKEwjN2P31hNndAhXKJ1AKHQCeAXQQMwi_ASgrMCs..i&w=256&h=196&bih=566&biw=1188&q=information&ved=0ahUKEwjN2P31hNndAhXKJ1AKHQCeAXQQMwi_ASgrMCs&iact=mrc&uact=8) | We might also keep information about: |
| [C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\2B1E8D1B.tmp](https://www.google.co.uk/imgres?imgurl=http://beta.blandfordblenheim.ca/Portals/BlaBle/Documents/Images/rings4.svg&imgrefurl=http://beta.blandfordblenheim.ca/Services/Clerk_Services/Getting_Married&docid=NV-3FTfYbH_Y7M&tbnid=i_tNs53SwluYwM:&vet=10ahUKEwjhm7Du48TdAhUFBcAKHbcBAYoQMwirAigLMAs..i&w=921&h=921&bih=566&biw=1188&q=married%20symbol&ved=0ahUKEwjhm7Du48TdAhUFBcAKHbcBAYoQMwirAigLMAs&iact=mrc&uact=8) | If you are married |
| [Image result for workplace symbol](https://www.google.co.uk/imgres?imgurl=https://sanaakosirickylee.files.wordpress.com/2012/04/workplace.jpg&imgrefurl=https://sanaakosirickylee.wordpress.com/2012/04/28/feng-shui-tips-for-the-work-place/&docid=6hrrMNKFMRbjuM&tbnid=3k7wcAEXzL7ilM:&vet=10ahUKEwiuh5ms5MTdAhXJY8AKHf5PD90QMwjzAygmMCY..i&w=800&h=961&bih=566&biw=1188&q=workplace%20symnol&ved=0ahUKEwiuh5ms5MTdAhXJY8AKHf5PD90QMwjzAygmMCY&iact=mrc&uact=8) | Your job |
| [Image result for religion](https://www.google.co.uk/imgres?imgurl=https://cdn.pixabay.com/photo/2018/01/07/11/01/religion-3067050_960_720.jpg&imgrefurl=https://pixabay.com/en/religion-question-mark-analysis-3067050/&docid=YoWHLz5SibBTSM&tbnid=uWKKk5__YInNhM:&vet=10ahUKEwjPiMbI5MTdAhXML8AKHZoNDYQQMwjaAygMMAw..i&w=960&h=640&bih=566&biw=1188&q=religion&ved=0ahUKEwjPiMbI5MTdAhXML8AKHZoNDYQQMwjaAygMMAw&iact=mrc&uact=8) | Your religion |
| [C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\EA63DBD2.tmp](https://www.google.co.uk/imgres?imgurl=https://offasdyke.org.uk/wp-content/uploads/2017/08/Email_bdtbt1.png&imgrefurl=https://offasdyke.org.uk/2017/08/email-address-change/&docid=XIJnGFNz17C-WM&tbnid=ZdN7ifHCbXuD4M:&vet=10ahUKEwjWvbutjtvdAhVHIcAKHZaVBUgQMwh1KAQwBA..i&w=600&h=596&bih=566&biw=1188&q=email&ved=0ahUKEwjWvbutjtvdAhVHIcAKHZaVBUgQMwh1KAQwBA&iact=mrc&uact=8) | Your email address if you have one |
| [C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\92F4FBB0.tmp](https://www.google.co.uk/imgres?imgurl=https://55341418bc55394fbe0f-65d6d0e87ce8126fb80e16752287ad6c.ssl.cf1.rackcdn.com/dfbbf286-53ff-11e6-9a59-08606e697db0/large.png&imgrefurl=https://globallab.org/en/project/cover/iz_vsekh_mest_na_svete_gde_vy_khoteli_by_zhit.en.html&docid=qhdmUwcfxEsOEM&tbnid=3zNj7SBZI4K-BM:&vet=10ahUKEwjxycXajtvdAhXLCcAKHavYDEUQMwg_KAMwAw..i&w=473&h=284&itg=1&bih=566&biw=1188&q=where&ved=0ahUKEwjxycXajtvdAhXLCcAKHavYDEUQMwg_KAMwAw&iact=mrc&uact=8) | Where you were born |
| [Image result for passport symbol](https://www.google.co.uk/imgres?imgurl=https://st2.depositphotos.com/1010652/5980/v/950/depositphotos_59807579-stock-illustration-passport-cartoon-symbol.jpg&imgrefurl=https://depositphotos.com/59807579/stock-illustration-passport-cartoon-symbol.html&docid=Ttoimiw-avIrjM&tbnid=cPqPLOFICtIVTM:&vet=10ahUKEwiVg-Hj58TdAhWlJcAKHSytBSsQMwioASgYMBg..i&w=757&h=1023&bih=566&biw=1188&q=passport%20symbol&ved=0ahUKEwiVg-Hj58TdAhWlJcAKHSytBSsQMwioASgYMBg&iact=mrc&uact=8) | If you are using the NHS as an overseas visitor |
| [Image result for name](https://www.google.co.uk/imgres?imgurl=https://www.rd.com/wp-content/uploads/2017/02/So-Why-Do-We-Even-Have-Middle-Names-185125149-ZoltanFabian-1024x683.jpg&imgrefurl=https://www.rd.com/culture/why-do-we-have-middle-names/&docid=yv5J7WvidICdcM&tbnid=p_HqfdvS6Fp_BM:&vet=10ahUKEwj_l52w4MTdAhXoCMAKHTgPAtQQMwjKAygeMB4..i&w=1024&h=683&bih=566&biw=1188&q=name%20&ved=0ahUKEwj_l52w4MTdAhXoCMAKHTgPAtQQMwjKAygeMB4&iact=mrc&uact=8) | What you would like to be called |
| [C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\5179A923.tmp](https://www.google.com/imgres?imgurl=http://www.clker.com/cliparts/D/C/Z/N/n/3/sensitive-info-md.png&imgrefurl=http://worldartsme.com/sensitive-information-clipart.html&docid=8cG4O1c1hYGaTM&tbnid=qv9uzmKmypttDM:&vet=10ahUKEwiPypTYh9ndAhWSfFAKHYbYB4AQMwhIKAowCg..i&w=297&h=204&bih=566&biw=1188&q=sensitive%20information&ved=0ahUKEwiPypTYh9ndAhWSfFAKHYbYB4AQMwhIKAowCg&iact=mrc&uact=8) | We might also keep information about you which is sensitive. For example: |
| [Image result for care plan](https://www.google.co.uk/imgres?imgurl=https://kathleenhalme.com/images/report-clipart-care-plan-1.png&imgrefurl=https://kathleenhalme.com/explore/report-clipart-care-plan/&docid=jF7BiN7aU1LBXM&tbnid=jo2_Z0NiZiAVqM:&vet=12ahUKEwiwuZqP4MTdAhVrKMAKHTotCkE4yAEQMygSMBJ6BAgBEBM..i&w=500&h=500&bih=566&biw=1188&q=care%20plan&ved=2ahUKEwiwuZqP4MTdAhVrKMAKHTotCkE4yAEQMygSMBJ6BAgBEBM&iact=mrc&uact=8) | Notes about your health, treatment and care. |
| [Image result for court order](https://www.google.com/imgres?imgurl=https://zalarieunique.ru/images/court-clipart-court-order-4.jpg&imgrefurl=https://zalarieunique.ru/image/court-clipart-court-order/382582.html&docid=6LBWtsIJzz6yMM&tbnid=GEYqwflFzOkGKM:&vet=10ahUKEwjU8bmehNndAhURfFAKHf25BIQQMwjdAihaMFo..i&w=400&h=394&itg=1&bih=566&biw=1188&q=court%20order&ved=0ahUKEwjU8bmehNndAhURfFAKHf25BIQQMwjdAihaMFo&iact=mrc&uact=8) | you have a protection order that affects your health, wellbeing and human rights (safeguarding status) |
| [C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\685AA8D.tmp](https://www.google.com/imgres?imgurl=https://www.tcd.ie/disability/assets/images/DLO/Information.jpg&imgrefurl=https://www.tcd.ie/disability/teaching-info/info-alo.php&docid=ERQ0q7RIZ5z3aM&tbnid=nZegorsd6vtt0M:&vet=10ahUKEwiqv6THh9ndAhXSL1AKHaXLAQ8QMwiQASgGMAY..i&w=730&h=521&bih=566&biw=1188&q=information&ved=0ahUKEwiqv6THh9ndAhXSL1AKHaXLAQ8QMwiQASgGMAY&iact=mrc&uact=8) | It is important for us to have lots of information about you so that we can help you in the best way. |
| Image result for why | **Where do we get information about you?** |
| [C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\1098A2B1.tmp](https://www.google.com/imgres?imgurl=http://www.picturesnewhd.com/media/images/4c8addda8d.png&imgrefurl=http://www.picturesnewhd.com/you.html&docid=ZyICUF8gOeUCtM&tbnid=ql3wBGbGcBdNiM:&vet=10ahUKEwjaxOa0htndAhXCIVAKHaOHAHUQMwhiKAYwBg..i&w=500&h=357&bih=566&biw=1188&q=you&ved=0ahUKEwjaxOa0htndAhXCIVAKHaOHAHUQMwhiKAYwBg&iact=mrc&uact=8) | From you |
| [Image result for doctor](https://www.google.com/imgres?imgurl=https://www.bcbsla.com/-/media/Misc-to-be-cleaned-up/ic_primarycaredoctor.svg?la%3Den%26hash%3D9DDD46519627D08FF99DDC392D66C5A13F8F3FD8&imgrefurl=https://www.bcbsla.com/save-money/primary-care-doctor&docid=fy82aDvgmlvp_M&tbnid=bSuVfnAOxIlN0M:&vet=10ahUKEwiNjeflhtndAhUJa1AKHSYgBoAQMwjYAigcMBw..i&w=787&h=800&bih=566&biw=1188&q=doctor&ved=0ahUKEwiNjeflhtndAhUJa1AKHSYgBoAQMwjYAigcMBw&iact=mrc&uact=8) | From your previous GP (if you have one) |
| [Image result for hospital](https://www.google.com/imgres?imgurl=http://www.luigipellegrini.org/wp-content/uploads/2016/04/hospital.png&imgrefurl=http://www.luigipellegrini.org/telemedicine-growing-priority-hospitals-health-systems/&docid=I1-87AkvIqa1OM&tbnid=mkwaHVvWc6ipLM:&vet=10ahUKEwiC-cbYhtndAhVPYVAKHeRNBFYQMwimAygcMBw..i&w=457&h=322&bih=566&biw=1188&q=hospital&ved=0ahUKEwiC-cbYhtndAhVPYVAKHeRNBFYQMwimAygcMBw&iact=mrc&uact=8) | From hospital |
| Image result for why | **How do we use your personal information?** |
| [Image result for sharing information](https://www.google.com/imgres?imgurl=http://lakecityeda.com/wp-content/uploads/2016/11/eda-sharing-information.jpg&imgrefurl=http://lakecityeda.com/2017/02/24/eda-sharing-great-information/&docid=L3D0OkrnbfD9XM&tbnid=ZSp_WdQPWh6VYM:&vet=10ahUKEwjq-Nz6hdndAhUKa1AKHd9wBIsQMwhQKBcwFw..i&w=1280&h=751&bih=566&biw=1188&q=sharing%20information&ved=0ahUKEwjq-Nz6hdndAhUKa1AKHd9wBIsQMwhQKBcwFw&iact=mrc&uact=8) | We use it to make sure all the people involved in your care know what treatment you are getting. |
| [Image result for name](https://www.google.co.uk/imgres?imgurl=https://www.rd.com/wp-content/uploads/2017/02/So-Why-Do-We-Even-Have-Middle-Names-185125149-ZoltanFabian-1024x683.jpg&imgrefurl=https://www.rd.com/culture/why-do-we-have-middle-names/&docid=yv5J7WvidICdcM&tbnid=p_HqfdvS6Fp_BM:&vet=10ahUKEwj_l52w4MTdAhXoCMAKHTgPAtQQMwjKAygeMB4..i&w=1024&h=683&bih=566&biw=1188&q=name%20&ved=0ahUKEwj_l52w4MTdAhXoCMAKHTgPAtQQMwjKAygeMB4&iact=mrc&uact=8) | We won’t tell people your name unless we really have to. |
| Image result for read symbols | Read about how we might also use your information. |
| [Image result for information](https://www.google.com/imgres?imgurl=http://pinehursthills.com/Images/Information.jpg&imgrefurl=http://pinehursthills.com/httpdocs/Association%20Information.html&docid=Ey0HJpG3y2JP3M&tbnid=dsNjXMGfWtGP0M:&vet=10ahUKEwjN2P31hNndAhXKJ1AKHQCeAXQQMwi_ASgrMCs..i&w=256&h=196&bih=566&biw=1188&q=information&ved=0ahUKEwjN2P31hNndAhXKJ1AKHQCeAXQQMwi_ASgrMCs&iact=mrc&uact=8) | We give your information to other people who are treating you. |
| [C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\4355B2B3.tmp](https://www.google.com/imgres?imgurl=https://www.madd.org/connecticut/wp-content/uploads/sites/12/2018/04/1206953.large_.jpg&imgrefurl=https://www.madd.org/connecticut/reminder/&docid=8lZMTGIF6Xs0ZM&tbnid=Ce_c7GOibLbbFM:&vet=10ahUKEwiH4L6qhdndAhVGLFAKHZm0AnsQMwivAygLMAs..i&w=443&h=267&bih=566&biw=1188&q=reminder&ved=0ahUKEwiH4L6qhdndAhVGLFAKHZm0AnsQMwivAygLMAs&iact=mrc&uact=8) | To remind you about your appointments |
| [C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\6C0CB239.tmp](https://www.google.com/imgres?imgurl=https://golfprofessionalgrowth.com/wp-content/uploads/2017/09/goodbetterbest-2000x1200.jpg&imgrefurl=https://golfprofessionalgrowth.com/improveyourself/&docid=AP28jIGeqfqVFM&tbnid=2VAQkPtnKdgafM:&vet=10ahUKEwi54pG_hdndAhULUlAKHXVfCYAQMwh1KAMwAw..i&w=2000&h=1200&bih=566&biw=1188&q=improve&ved=0ahUKEwi54pG_hdndAhULUlAKHXVfCYAQMwh1KAMwAw&iact=mrc&uact=8) | To review our service to make it better |
| [Image result for sharing information](https://www.google.com/imgres?imgurl=http://lakecityeda.com/wp-content/uploads/2016/11/eda-sharing-information.jpg&imgrefurl=http://lakecityeda.com/2017/02/24/eda-sharing-great-information/&docid=L3D0OkrnbfD9XM&tbnid=ZSp_WdQPWh6VYM:&vet=10ahUKEwjq-Nz6hdndAhUKa1AKHd9wBIsQMwhQKBcwFw..i&w=1280&h=751&bih=566&biw=1188&q=sharing%20information&ved=0ahUKEwjq-Nz6hdndAhUKa1AKHd9wBIsQMwhQKBcwFw&iact=mrc&uact=8) | To share your information with the people who are paying for your care. These people are called commissioners. |
| [Image result for report](https://www.google.com/imgres?imgurl=https://www.ninosinc.org/wp-content/uploads/2015/10/report-icon.gif&imgrefurl=https://www.ninosinc.org/category/public-reports/&docid=9AOMvVbsbhRBRM&tbnid=EUcEyCE93ILpMM:&vet=10ahUKEwi09M3-h9ndAhXFfFAKHafpA3IQMwj0AygQMBA..i&w=416&h=465&bih=566&biw=1188&q=report&ved=0ahUKEwi09M3-h9ndAhXFfFAKHafpA3IQMwj0AygQMBA&iact=mrc&uact=8) | To send reports to organisations such as the Department of Health |
| [C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\38A92BFC.tmp](https://www.google.co.uk/imgres?imgurl=http://uptimetech.net/blog/wp-content/uploads/2015/09/staff-training.jpg&imgrefurl=http://uptimetech.net/blog/train-employees-quickly/&docid=PWb8v8D0j9WP-M&tbnid=OhP65PV2A483DM:&vet=10ahUKEwiVzI7pkNvdAhVHXMAKHd1WApYQMwg_KAYwBg..i&w=300&h=300&bih=566&biw=1188&q=to%20train%20staff&ved=0ahUKEwiVzI7pkNvdAhVHXMAKHd1WApYQMwg_KAYwBg&iact=mrc&uact=8) | To train healthcare staff |
| [Image result for complaint](https://www.google.com/imgres?imgurl=http://www.gardenlanemedicalcentre.co.uk/website/N81081/files/complaint.jpg&imgrefurl=http://www.gardenlanemedicalcentre.co.uk/info.aspx?p%3D3&docid=ZD45yLxk0w4znM&tbnid=1OoH2pxNffozhM:&vet=10ahUKEwjw-enmhdndAhWOZFAKHf4VAoYQMwioAygOMA4..i&w=244&h=243&bih=566&biw=1188&q=complaint&ved=0ahUKEwjw-enmhdndAhWOZFAKHf4VAoYQMwioAygOMA4&iact=mrc&uact=8) | If there is a complaint |
| [Image result for law](https://www.google.co.uk/imgres?imgurl=https://blogs.kent.ac.uk/kbs-employability/files/2016/10/law.png&imgrefurl=https://blogs.kent.ac.uk/kbs-employability/2016/10/18/law-for-non-law-students/&docid=H4m4vdxr1NyugM&tbnid=89fskJF74vRtyM:&vet=10ahUKEwjs_IOQjtvdAhXrLsAKHcEcAFoQMwjbAShfMF8..i&w=292&h=297&bih=566&biw=1188&q=law&ved=0ahUKEwjs_IOQjtvdAhXrLsAKHcEcAFoQMwjbAShfMF8&iact=mrc&uact=8) | If the law says we need to report something that has happened. |
| Image result for why | **Who do we share information with and why?** |
| [Image result for information](https://www.google.com/imgres?imgurl=http://pinehursthills.com/Images/Information.jpg&imgrefurl=http://pinehursthills.com/httpdocs/Association%20Information.html&docid=Ey0HJpG3y2JP3M&tbnid=dsNjXMGfWtGP0M:&vet=10ahUKEwjN2P31hNndAhXKJ1AKHQCeAXQQMwi_ASgrMCs..i&w=256&h=196&bih=566&biw=1188&q=information&ved=0ahUKEwjN2P31hNndAhXKJ1AKHQCeAXQQMwi_ASgrMCs&iact=mrc&uact=8) | We need to tell you how personal information will be used. We need to have a legal reason for using your information without asking you first. |
| [Image result for sharing information](https://www.google.com/imgres?imgurl=http://lakecityeda.com/wp-content/uploads/2016/11/eda-sharing-information.jpg&imgrefurl=http://lakecityeda.com/2017/02/24/eda-sharing-great-information/&docid=L3D0OkrnbfD9XM&tbnid=ZSp_WdQPWh6VYM:&vet=10ahUKEwjq-Nz6hdndAhUKa1AKHd9wBIsQMwhQKBcwFw..i&w=1280&h=751&bih=566&biw=1188&q=sharing%20information&ved=0ahUKEwjq-Nz6hdndAhUKa1AKHd9wBIsQMwhQKBcwFw&iact=mrc&uact=8) | We might need to give your information to other organisations. |
| Image result for read symbols | Read about why this is. |
| [Image result for sharing information](https://www.google.com/imgres?imgurl=http://lakecityeda.com/wp-content/uploads/2016/11/eda-sharing-information.jpg&imgrefurl=http://lakecityeda.com/2017/02/24/eda-sharing-great-information/&docid=L3D0OkrnbfD9XM&tbnid=ZSp_WdQPWh6VYM:&vet=10ahUKEwjq-Nz6hdndAhUKa1AKHd9wBIsQMwhQKBcwFw..i&w=1280&h=751&bih=566&biw=1188&q=sharing%20information&ved=0ahUKEwjq-Nz6hdndAhUKa1AKHd9wBIsQMwhQKBcwFw&iact=mrc&uact=8) | We might share personal information with other NHS Organisations to help them give you healthcare. This would be NHS England, Public Health England and other NHS Trusts, General Practitioners (GPs), Ambulance Services, Primary Care Agencies. This may also include those other organisations that help the NHS to look after your health. |
| [Image result for support](https://www.google.co.uk/imgres?imgurl=https://www.kyoceradocumentsolutions.co.uk/index/techn__support.-cps-000151-Image.cpsarticle.jpg&imgrefurl=https://www.kyoceradocumentsolutions.co.uk/index/techn__support.html&docid=2HoE4EdCnPwGJM&tbnid=B4KyK0gkecSFSM:&vet=10ahUKEwiWp7jplNvdAhWkJ8AKHZGcBZsQMwiSASgXMBc..i&w=2917&h=1950&bih=566&biw=1188&q=support&ved=0ahUKEwiWp7jplNvdAhWkJ8AKHZGcBZsQMwiSASgXMBc&iact=mrc&uact=8) | We might share personal information with organisations like Social Services or private care homes to help them give you support. |
| [Image result for permission](https://www.google.co.uk/imgres?imgurl=http://www.bodylovewellness.com/wp-content/uploads/2011/11/permission-granted.png&imgrefurl=http://persephonemagazine.com/2011/11/you-have-my-permission-to-love-and-accept-your-body-just-as-it-is-right-this-minute/&docid=iX0bI2p9XlKncM&tbnid=PtyRDWAILfPjKM:&vet=10ahUKEwibgrL3kdvdAhUlIMAKHT32AXUQMwiXASgaMBo..i&w=1339&h=750&bih=566&biw=1188&q=permission&ved=0ahUKEwibgrL3kdvdAhUlIMAKHT32AXUQMwiXASgaMBo&iact=mrc&uact=8) | Sometimes special permission will be given to use information that uses your name without your consent. This may be for medical research or checking quality of care. This permission is given by the Secretary of State for Health on advice from the National Information Governance Board for Health and Social Care under strict conditions. |
| [Image result for law](https://www.google.co.uk/imgres?imgurl=https://blogs.kent.ac.uk/kbs-employability/files/2016/10/law.png&imgrefurl=https://blogs.kent.ac.uk/kbs-employability/2016/10/18/law-for-non-law-students/&docid=H4m4vdxr1NyugM&tbnid=89fskJF74vRtyM:&vet=10ahUKEwjs_IOQjtvdAhXrLsAKHcEcAFoQMwjbAShfMF8..i&w=292&h=297&bih=566&biw=1188&q=law&ved=0ahUKEwjs_IOQjtvdAhXrLsAKHcEcAFoQMwjbAShfMF8&iact=mrc&uact=8) | Sometimes, we might need to share your information because it is the law. We will tell you when we do this. |
| Image result for read symbols | Read about why this is. |
| [C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\D1421FCE.tmp](https://www.google.com/imgres?imgurl=http://garfieldhousing.com/wp-content/uploads/2018/04/fraud.jpg&imgrefurl=http://garfieldhousing.com/report-fraud/&docid=wmWh9F87Kv4XVM&tbnid=A13CyAyp11EbbM:&vet=10ahUKEwjvgILpg9ndAhWNmLQKHVG-AXcQMwh0KAgwCA..i&w=600&h=600&bih=566&biw=1188&q=fraud&ved=0ahUKEwjvgILpg9ndAhWNmLQKHVG-AXcQMwh0KAgwCA&iact=mrc&uact=8) | To find out if fraud is happening. |
| [Image result for court order](https://www.google.com/imgres?imgurl=https://zalarieunique.ru/images/court-clipart-court-order-4.jpg&imgrefurl=https://zalarieunique.ru/image/court-clipart-court-order/382582.html&docid=6LBWtsIJzz6yMM&tbnid=GEYqwflFzOkGKM:&vet=10ahUKEwjU8bmehNndAhURfFAKHf25BIQQMwjdAihaMFo..i&w=400&h=394&itg=1&bih=566&biw=1188&q=court%20order&ved=0ahUKEwjU8bmehNndAhURfFAKHf25BIQQMwjdAihaMFo&iact=mrc&uact=8) | If there is a court order. |
| [C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\40CC65C2.tmp](https://www.google.com/imgres?imgurl=https://www.basingstokegazette.co.uk/resources/images/7705996.jpg?display%3D1%26htype%3D0%26type%3Dresponsive-gallery&imgrefurl=https://www.basingstokegazette.co.uk/news/16586054.strong-start-in-first-cqc-inspection/&docid=IgLQeXMyYhTiXM&tbnid=P7mYlhym6w9RhM:&vet=10ahUKEwi-yd3OitndAhXEZ1AKHeUuA4UQMwg-KAIwAg..i&w=650&h=293&bih=566&biw=1188&q=cqc&ved=0ahUKEwi-yd3OitndAhXEZ1AKHeUuA4UQMwg-KAIwAg&iact=mrc&uact=8) | If the Care Quality Commission need it for an inspection. |
| [C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\EC0A4B20.tmp](https://www.google.com/imgres?imgurl=https://mm.aiircdn.com/305/5b4b9ed8a2ca7.jpg&imgrefurl=https://www.mkfm.com/news/local-news/police-operation-currently-in-place-in-milton-keynes-ahead-of-planned-car-cruise-event/&docid=_nEPDKPV_ySsjM&tbnid=AL_qMEVhGk60oM:&vet=10ahUKEwjsjr_titndAhUMYlAKHWLfAH0QMwiVAygJMAk..i&w=840&h=472&bih=566&biw=1188&q=police&ved=0ahUKEwjsjr_titndAhUMYlAKHWLfAH0QMwiVAygJMAk&iact=mrc&uact=8) | If the Police need to investigate a crime. |
| Image result for why | How do we keep personal information that is part of a health or social care record? |
| [Image result for filing](https://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwiB3KTs2cTdAhUBLcAKHb7dDl4QjRx6BAgBEAU&url=https://blog.postofficeshop.co.uk/setting-effective-filing-system/&psig=AOvVaw0dymfDYzI36tnee2f5kjFe&ust=1537365168935935) | Personal information is kept in paper and electronic format. (This is in line with the NHS Records Management Code of Practice for Health and Social Care 2016 and National Archives Requirements) |
| [Image result for law](https://www.google.co.uk/imgres?imgurl=https://blogs.kent.ac.uk/kbs-employability/files/2016/10/law.png&imgrefurl=https://blogs.kent.ac.uk/kbs-employability/2016/10/18/law-for-non-law-students/&docid=H4m4vdxr1NyugM&tbnid=89fskJF74vRtyM:&vet=10ahUKEwjs_IOQjtvdAhXrLsAKHcEcAFoQMwjbAShfMF8..i&w=292&h=297&bih=566&biw=1188&q=law&ved=0ahUKEwjs_IOQjtvdAhXrLsAKHcEcAFoQMwjbAShfMF8&iact=mrc&uact=8) | The law tells us how to keep your information. These laws include the Data Protection Act 2018, the GDPR 2016, and the Common Law Duty of Confidentiality. |
| [Image result for information](https://www.google.com/imgres?imgurl=http://pinehursthills.com/Images/Information.jpg&imgrefurl=http://pinehursthills.com/httpdocs/Association%20Information.html&docid=Ey0HJpG3y2JP3M&tbnid=dsNjXMGfWtGP0M:&vet=10ahUKEwjN2P31hNndAhXKJ1AKHQCeAXQQMwi_ASgrMCs..i&w=256&h=196&bih=566&biw=1188&q=information&ved=0ahUKEwjN2P31hNndAhXKJ1AKHQCeAXQQMwi_ASgrMCs&iact=mrc&uact=8) | We keep information about you for as long as we need to do make your health better |
| [C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\96738F69.tmp](https://www.google.co.uk/imgres?imgurl=https://www.r-eco.coop/sites/default/files/styles/large/public/logos8.jpg?itok%3D54oVCL6V&imgrefurl=https://www.r-eco.coop/nhs&docid=MC6FVfqTPBRy_M&tbnid=4Csg5HMgdSTHyM:&vet=10ahUKEwiLkZq-ltvdAhVlDsAKHavpBlwQMwg9KAswCw..i&w=460&h=247&itg=1&bih=566&biw=1188&q=nhs%20r&ved=0ahUKEwiLkZq-ltvdAhVlDsAKHavpBlwQMwg9KAswCw&iact=mrc&uact=8) | You can find out more using this link (NHS Record Management code of practice) https://digital.nhs.uk/article/1202/Records-Management-Code-of-Practice-for-Healthand-Social-Care-2016 |
| Image result for read symbols | Read more about this. |
| [C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\A6C72AD5.tmp](https://www.google.co.uk/imgres?imgurl=https://openclipart.org/image/2400px/svg_to_png/182517/paper-notes.png&imgrefurl=https://openclipart.org/detail/182517/paper-notes&docid=TajSNl2sJ2HkUM&tbnid=HskXuAItsdq7hM:&vet=10ahUKEwiquJe92cTdAhUEC8AKHfU_CNIQMwiJAigNMA0..i&w=1951&h=2400&bih=566&biw=1188&q=notes&ved=0ahUKEwiquJe92cTdAhUEC8AKHfU_CNIQMwiJAigNMA0&iact=mrc&uact=8) | We have to:  Maintain full and accurate records of the care we give you. |
| [Image result for confidential information](https://www.google.co.uk/imgres?imgurl=https://image.freepik.com/free-vector/confidential-information-design_1300-75.jpg&imgrefurl=https://www.freepik.com/free-vector/confidential-information-design_1015500.htm&docid=bZatnN9C7IHyyM&tbnid=J9O8vjs91pB3wM:&vet=10ahUKEwi-8YXKltvdAhUWOsAKHX7KCJMQMwiIASgRMBE..i&w=626&h=626&bih=566&biw=1188&q=confidential%20information&ved=0ahUKEwi-8YXKltvdAhUWOsAKHX7KCJMQMwiIASgRMBE&iact=mrc&uact=8) | Keep records about you confidential and secure.  We will make sure we keep your information safe, using computer passwords for electronic information, and locks for paper information. |
| [C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\9AF248BD.tmp](https://www.google.co.uk/imgres?imgurl=https://cdn.lynda.com/course/614288/614288-636449606644972477-16x9.jpg&imgrefurl=https://www.lynda.com/Office-tutorials/Creating-Accessible-Documents-Microsoft-Office/614288-2.html&docid=tOinj15QXSUREM&tbnid=pOc1-ZJMV7VV5M:&vet=10ahUKEwj1zt20ntvdAhVLJ8AKHfkVA8AQMwhwKAAwAA..i&w=1920&h=1080&bih=566&biw=1188&q=accessible&ved=0ahUKEwj1zt20ntvdAhVLJ8AKHfkVA8AQMwhwKAAwAA&iact=mrc&uact=8) | Give you information in a format that is accessible to you. |
| Image result for why | **What are your rights?** |
| [Image result for magnifying glass](https://www.google.co.uk/imgres?imgurl=https://cdn.opticsandlab.com/wp-content/uploads/2018/01/12102306/1.-How-to-use-a-magnifying-glass-for-your-purpose.jpg&imgrefurl=https://opticsandlab.com/how-to-use-a-magnifying-glass-for-your-purpose/&docid=oosdIZPwwgnvUM&tbnid=tFb3mON1X43-NM:&vet=12ahUKEwikrNGZntvdAhVMYsAKHfbZDEM4ZBAzKCEwIXoECAEQIw..i&w=626&h=626&bih=566&biw=1188&q=magnifying%20glass&ved=2ahUKEwikrNGZntvdAhVMYsAKHfbZDEM4ZBAzKCEwIXoECAEQIw&iact=mrc&uact=8) | You can ask to see the information we have about you |
| [Image result for wrong information](https://www.google.co.uk/imgres?imgurl=https://medicaldialogues.in/wp-content/uploads/2017/02/wrong-information.jpg&imgrefurl=https://medicaldialogues.in/tamil-nadu-state-medical-council-lodges-complaint-against-doctor-on-vaccine-rumours/&docid=wCQ0oIUnAENw4M&tbnid=8THRWyowHoAV2M:&vet=10ahUKEwi6qpqLnNvdAhXKK8AKHeXbBDQQMwh3KCcwJw..i&w=400&h=335&bih=566&biw=1188&q=wrong%20information&ved=0ahUKEwi6qpqLnNvdAhXKK8AKHeXbBDQQMwh3KCcwJw&iact=mrc&uact=8) | You can ask us to change any information that is wrong |
| [C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\BE17C6C5.tmp](https://www.google.co.uk/imgres?imgurl=https://cdn4.computerworlduk.com/cmsdata/features/3659842/consent_-_mutlu_kurtbas_thumb800.jpg&imgrefurl=https://www.computerworlduk.com/data/how-prepare-for-consent-under-general-data-protection-regulation-gdpr-3659842/&docid=q-fdKwE0qdzfJM&tbnid=ktTIiF-JBjwC6M:&vet=10ahUKEwi87KK_ndvdAhUsIMAKHcbpDn4QMwhxKAIwAg..i&w=800&h=450&bih=566&biw=1188&q=consent&ved=0ahUKEwi87KK_ndvdAhUsIMAKHcbpDn4QMwhxKAIwAg&iact=mrc&uact=8) | You can tell us not to share your personal information (unless we need to because of the law) |
| [Image result for sharing information](https://www.google.com/imgres?imgurl=http://lakecityeda.com/wp-content/uploads/2016/11/eda-sharing-information.jpg&imgrefurl=http://lakecityeda.com/2017/02/24/eda-sharing-great-information/&docid=L3D0OkrnbfD9XM&tbnid=ZSp_WdQPWh6VYM:&vet=10ahUKEwjq-Nz6hdndAhUKa1AKHd9wBIsQMwhQKBcwFw..i&w=1280&h=751&bih=566&biw=1188&q=sharing%20information&ved=0ahUKEwjq-Nz6hdndAhUKa1AKHd9wBIsQMwhQKBcwFw&iact=mrc&uact=8) | You can ask us to give the records we have about you to another organisation. |
| [C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\37526A1B.tmp](https://www.google.co.uk/imgres?imgurl=https://i2.wp.com/fcpp.org/wp-content/uploads/contact.jpg?fit%3D888,802%26ssl%3D1&imgrefurl=https://fcpp.org/contact/&docid=xyCLMibohmHtmM&tbnid=niTp-Pm48uZ9gM:&vet=10ahUKEwiPm43gndvdAhUEesAKHd2DA5EQMwh6KAIwAg..i&w=888&h=802&bih=566&biw=1188&q=contact&ved=0ahUKEwiPm43gndvdAhUEesAKHd2DA5EQMwh6KAIwAg&iact=mrc&uact=8) | For more information you can contact the Practice Manager or Data Protection officer: [INSERT DETAILS] |
| C:\Users\OurHealthPartnership\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\A9A8F27F.tmp | If you are not happy with how we use your personal information you can contact the  Information Commissioner’s Office.  https://ico.org.uk .  Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number  Fax: 01625 524 510  Email: [casework@ico.org.uk](mailto:casework@ico.org.uk) |