**Duddon Valley Medical Practice**

**Patient Privacy Notice**

This practice aims to provide you with the highest quality of healthcare. To do this we must keep records about you, your health and the care we have provided or plan to provide.

**These records may include:**

* Basic details about you, such as address, date of birth, next of kin;
* Notes and reports about your health;
* Contact we have had with you, such as clinical visits;
* Details and records about your care;
* Results of x-rays, laboratory tests etc;
* Relevant information from people who care for you and know you well, such as health professionals and relatives.
* Complaints you have made (*these are held separately from your medical record).*

**The people who care for you use your records to:**

* Provide a good basis for all health decisions made by you and care professionals;
* Make sure your care is safe and effective;
* Work effectively with others providing you with care.

**We may also need to use records about you to:**

* Check the quality of care;
* Protect the health of the general public;
* Help investigate any concerns or complaints you or your family have about your health care.

*Some information will be held centrally to be used for statistical or payment purposes. In these instances we take strict measures to ensure that individual patients cannot be identified.*

**We will not share information that identifies you for any reason, unless:**

* You ask us to do so; *for example you may request information to be shared with a Solicitor or Insurance company, or ask for a letter or report to your employer, court or private provider.*
* We ask and you give your consent; *for example when you are referred to the hospital we ask if we can share your information with the other service.*
* It is a clinical emergency; *we will always attempt to gain your consent before doing this.*
* We have to do this by law; *this may be if you, or someone you care for, are at risk of harm.*

**Everyone working for the NHS has a legal duty to keep information about you confidential. We have a duty to:**

* Maintain full and accurate records of the care we provide to you;
* Keep records about you confidential, secure and accurate;
* Provide information in a format that is accessible to you (eg in large type if you are partially-sighted)

**You have the right:**

* You have the right to confidentiality under the Data Protection Act 1998 (DPA), The General Data Protection Regulations 2018 (GDPR), The Human Rights Act 1998 and the common law duty of confidentiality.
* You also have the right to ask for a copy of your records to enable you to verify the lawfulness of the processing of data held about you. Please write to the practice FAO The Data Controller at Duddon Valley Medical Practice, The Surgery, Askew Gate, Kirkby-in-Furness LA17 7TE detailing the information you require.
* You have the right to choose not to share certain information with certain professionals or services.

**The Data Controller for this practice is: Dr L.A. Wilson**

**The Data Protection Officer for this practice is: Mrs K. Wilson**