

## Your Rights

You have the right to confidentiality under the General Data Protection Regulations and the data Protection Act 2018 and the common law of confidence.

We also comply with the NHS Code of Practice on confidential information. General Practitioners have a requirement under their professional standards to keep records about you confidential, secure and accurate.

All of our employment contracts contain a requirement to keep all patient information confidential

[You may wish to opt out of the NHS using your data for planning and research purposes – please ask for details.]

Our guiding principle is that we process your records in strict confidence.

## Your right to view your health records

You have the right to view your medical records (by prior appointment) or you can request a paper copy. We are required to respond to your request within one month.

You will need to give adequate information in order for reception staff to identify you (for example, full name, address and date of birth)

When registering with the surgery you will also be required to provide ID, for example; your passport, driving license or a recent utility bill before you can be seen.

If you think any information we hold on you is inaccurate or incorrect, please let us know.

You may object to us holding your information.

You can discuss this further with our Data Protection Office (DPO) Leanne Hoyer on 0121 422 1366 or alternatively; You can lodge a complaint with the Information Commissioners Office, Wycliffe House, Water lane, Wilmslow, Cheshire, SK9 5AF

Our Health Partnership

OHP A healthy future for patients and practices

## How we look after and safeguard information about you!



GDPR and associated legislation  
Guidance for OHP and Partnership  
practises.

The GP's, Nurses, health visitors, and  
all other staff teams (clinical and non  
clinical) are all members of your local  
healthcare team.

They aim to provide you with the  
highest quality of healthcare. To do  
this they need to keep records about  
you, your health and the care we  
have provided or plan to provide to  
you.

## Information recorded

As part of providing a professional,  
safe and effective service, there is  
certain information that we record.  
This includes details of drugs and  
appliances dispensed against NHS  
prescriptions as well as significant  
advice given, and referrals made to  
other health professionals and any  
other relevant information.

Information recorded may include,  
basic details about you, such as;

- Address;
- date of birth;
- next of kin;
- records of medicines  
prescribed by your doctor or  
another qualifies prescriber;

- other details and notes about your  
health and medical treatment;
- information relevant to your  
continued care from other people  
who care for you and know you  
well, such as other health  
professionals and relatives; and
- any other services we provide to  
you, for example a flu vaccination.

## Processing Information

We process your personal data which  
includes information from your  
prescriptions and any other pharmacy and  
health care service we provide to you  
(including medicines reviews, flu  
vaccinations, stop smoking services etc.)  
for the purpose of;

**Your Care** – providing care to you and, as  
appropriate, sharing your information with  
GP's and others in the wider NHS;

**Payments** – sharing your information  
with the NHS Business Services Authority,  
the wider NHS, and sometimes Local  
Authorities, and only limited information to  
those external to the NHS who negotiate  
and check the accuracy of our payments;

**Management** – sharing only limited  
information with the NHS Business  
Services Authority and others in the  
wider NHS, and sometimes local  
authorities; as well as those external to  
the NHS who ensure we maintain  
appropriate professional and service  
standards and that your declarations  
and ours are accurate.

We hold your information for as long as  
advised by the NHS.

We process your personal data in the  
performance of a task in the public  
interest for the provision of healthcare  
and treatment.

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