

## DR Mc MINN & PARTNERS

### GDPR PATIENT PRIVACY STATEMENT

updated July 2018

*(Why we collect your personal data and what we do with it)*

ICO REGISTRATION NUMBER: Z8465275

#### Patient Privacy Statement

The McMinn & Partner Practice is a data controller and is aware of its obligations under the General Data Protection Regulation (GDPR). The Practice is committed to protecting the privacy and security of your personal information. We want you to be absolutely confident that we are treating your personal data responsibly, and that we are doing everything we can to make sure that the only people who can access that data have a genuine need to do so.

This privacy notice summarises how we collect and use personal data about you.

- We hold your medical record so that we can provide you with safe care and treatment. We will collect information such as personal details, including name, address, next of kin, records of appointments, visits, telephone calls, your health records, treatment and medications, test results, X-rays, etc. and any other relevant information to enable us to deliver effective medical care
- We will also use your information so that this practice can check and review the quality of the care we provide. This helps us to improve our services to you.
- We will share relevant information from your medical record with other health or social care staff or organisations when they provide you with care. For example, your GP will share information when they refer you to a specialist in a hospital. Or your GP will send details about your prescription to your chosen pharmacy.
- Healthcare staff working in A&E and out of hours care will also have access to your information. For example, it is important that staff who are treating you in an emergency know if you have any allergic reactions. This will involve the use of your Electronic Care Record (ECR). For more information see [NIECR](http://www.ehealthandcare.hscni.net/niecr/niecr.aspx) (<http://www.ehealthandcare.hscni.net/niecr/niecr.aspx>) or alternatively speak to the Practice.
- Our information in the NIECR will not be passed on for research, monitoring or any other purpose; it is there solely to help the doctors, nurses and care workers in Northern Ireland look after you when you need their care.
- All patients who receive NHS care are registered on a national database. This database holds your name, address, date of birth and Health & Care Number but it does not hold information about the care you receive. The database is held by

Business Services Organisation. More information can be found at [BSO](http://www.hscbusiness.hscni.net) (www.hscbusiness.hscni.net) or phone general enquires on 030 0555 0113

- We share information when the law requires us to do so, for example, to prevent infectious diseases from spreading or to check the care being provided to you is safe. Your medical records will be searched by a computer programme so that we can identify patients who might be at high risk from certain diseases such as heart disease or unplanned admissions to hospital. This means we can offer patients additional care or support as early as possible. This process will involve linking information from your GP record with information from other health or social care services you have used. **Information which identifies you will only be seen by this practice.**
- Safeguarding - sometimes we need to share information so that other people, including healthcare staff, children or others with safeguarding needs, are protected from risk of harm. These circumstances are rare and we do not need your consent or agreement to do this. Please see Northern Ireland local policies for more information: [SAFEGUARDING NI](http://www.safeguardingni.org) (www.safeguardingni.org)
- You have the right to object or “opt out” of information being shared. Please speak to the practice if you wish to object and please note this may affect the care you receive.
- You also have the right to have any mistakes or errors in your records corrected. We are not aware of any circumstances in which you will have the right to delete information from your medical record; although you are free to obtain your own legal advice if you believe there is no lawful purpose for which we hold the information.
- You have the right to be given a copy of your medical record. Requests can be made completing a Subject Access Request. Please see Practice website for further details or request a copy at Reception. There is no fee for this service.
- You have the right to authorise a representative, for example a solicitor, to make a SARS request on your behalf. We will need to be satisfied that you have provided specific and informed consent for your medical records to be shared with a third party. This is because your records may include extremely sensitive information which you may not expect to be shared or may not need to be shared. As the guardian of your medical record we are responsible for ensuring only necessary and relevant information held on your record is shared with a third party.
- The Practice uses a web based IT system. This system, EMIS Web allows healthcare professionals to record, share and use vital information so they can provide better,

more efficient care. Each member of EMIS Group is contracted and committed to ensuring the security and protection of the personal information that it processes, and to providing a compliant and consistent approach to data protection; and complying with the requirements of the GDPR.

- Paper records are stored on site and all Healthcare and Administrative staff will respect and comply with their obligations under the common law duty of confidence. All surgeries and office space can only be accessed with door key pad. All IT access is password protected and full audit trail is in place.

- Should your personal data that we control be lost, stolen or otherwise breached, where this constitutes a high risk to your rights and freedoms, we will contact you to explain to you the nature of the breach and the steps we are taking to deal with it.

- Retention periods

In accordance with the Health & Personal Social Services (General Medical Services Contracts) Regulations (NI) 2004, your GP medical records will be returned to the HSCB when you die or when you are no longer a patient of a GP at the McMinn & Partner Practice. The HSCB will retain records for 10 years after you die or if you emigrate.

- Lawful Basis

The Practice has a “Lawful Basis” for collecting and processing personal data. Processing data is necessary in the exercise of official authority for GPs who carry out NHS work for the provision of healthcare services. Processing data is also necessary for our compliance with legal obligations.

#### **Making a complaint:**

**If you have any questions about this Privacy Notice or how we handle your information, please contact the Clinic’s Data Protection Manager, Mrs Anne O’Mahony.**

**You have the right to make a complaint at any time to the supervisory authority in the UK for data protection matters, the Information Commissioner’s Office (ICO).**

**You can contact the ICO:**

**Via their website: [www.ico.org.uk](http://www.ico.org.uk)**

**Telephone on 028 90 278757**

**Email to [ni@ico.org.uk](mailto:ni@ico.org.uk)**