

**Hilton House Surgery**  
**Practice Privacy Notice for Patients**

**Introduction**

From 25<sup>th</sup> May 2018 General Data Protection Regulation (GDPR) is coming into effect. This Privacy notice aims to explain what information, and whom we share it with. It also explains your rights as an individual.

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

**What Information do we collect**

Our records may be held in electronic or manual format and may include the following:

- Details about you, such as address and next of kin
- 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 and know you well

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 for clinical audit to monitor the quality the service provided. Where we do this, we take strict measures to ensure that individual patients cannot be identified.

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 endeavour to gain your consent before releasing the information.

Should you have any concerns about how your information is managed at the surgery please contact the Practice Manager to discuss how the disclosure of your personal information can be limited.

## 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:

- NHS Trusts
- Specialist Trusts
- Independent Contractors such as dentists, opticians, pharmacists
- Private Sector Providers
- Ambulance Trusts
- Clinic Commissioning Groups
- Social Care Services
- Local Authorities
- Education Services
- Fire and Rescue Services
- Police
- Other 'data processors' – such as IT Support, providers of Clinical Software
- Information may be used for **clinical audit** purposes to monitor the quality of service provided

We can **disclose** personal information if:

- a. It is required by law
- b. You provide consent – either implicitly or for the sake of their own care, or explicitly for other purposes
- c. It is justified to be in the public interest

## Your rights as a patient

You have a right under the Data Protection Act 1998 to access/view what information the surgery holds about you and to have it amended or removed should it be inaccurate. This is known as 'the right of subject access'. If you would like to make a 'subject access request', please contact the Practice Manager in writing.

The practice may be involved in **Clinical Research**. Sometimes your information may be used for assessing your suitability for inviting you to be involved in clinical research studies. The practice will always gain your consent before releasing your personal information.

## Data Controller and Data Officer

Under GDPR, the Data Controller is the person who has responsibility for ensuring that the data we collect, process and share in handle lawfully. Our Data Controller is Alison Rudkin. Under GDPR, the Data Officer is an expert who can provide guidance and support or organisation. This practice is part of Mid Essex Clinical Commissioning Group and the Data Officer is an employee of that group.