



Staveleigh Medical Centre
Providing NHS Services

How We Use Your Health Records: Patient Leaflet and Posters

Version 3.0

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04 July 2021

A. Confidentiality Notice

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C. Document Details

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D. Document Revision & Approval History

Version	Date	Version Created By	Version Approved By	Comments
1.0	Nov 2013	Mrs D Teasdale	Dr S Ul-Haq	
1.1	April 2018	Mrs D Teasdale	Dr J Shilhan	
2.0	Sept 20	Mr M Turner		Formatting
3.0	Jul 21	Mr M Turner		GDPR info added

E. Definitions

“The Practice”, “We”	On behalf of The Partners of Staveleigh Medical Centre
“CCG”	Clinical Commissioning Group for Tameside and Glossop
“Office”, “Officers”	Responsible persons for policy

F. Persons Whom Policy Applies to

Staff, faculties, visitors, stakeholders and other persons or bodies affected by or for whom this policy applies to:

- All Clinical staff.
- Patients.
- 3rd Party Staff.
- All Stakeholders.

G. Responsible Office

Office or officers charged with developing, updating, communicating, training, ensuring compliance with, and providing resources to promote adherence to this issued policy:

- Practice Manager.
- All Practice Staff.
- Practice Partners.

H. Introduction

Organisations have a responsibility to compliance with governance to safely collect, use and store personal data.

I. Practice Statement

Staveleigh Medical Centre is committed to notifying patients how the organisation safely collects, uses and stores data.

J. Operational Implementation and Procedures

How we keep your records confidential

Everyone working for the NHS has a legal duty to keep your information completely confidential.

We have a duty to

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

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

- You ask us to do so.
- We ask and you give us specific permission.
- We have to do this by law.
- We have special permission for health or research purposes.
- We have special permission because the interests of the public are thought to be of greater importance than your confidentiality—for example, if you had a serious medical condition that may put other people you come into contact with at risk.



**We hold your records in
STRICT CONFIDENCE**

Who are our partner organisations?

We may share information with the following main partner organisations:

- Clinical Commissioning Group (CCG)
- NHS Trusts
- Special Health Authorities
- Ambulance Service

We may also share your information, with your consent and subject to strict sharing protocols on how it will be used, with:

- Social Services
- Education Services
- Local Authorities
- Voluntary Sector Providers
- Private Sector

Anyone who receives this information from us also has a legal duty to:

KEEP IT CONFIDENTIAL!



If you require this leaflet in a different
format or you need further information
or assistance, please contact:
Mr M Turner Practice Manager

STAVELEIGH MEDICAL CENTRE
King Street
Stalybridge

0161 304 8009

HOW WE USE YOUR HEALTH RECORDS

Better Information, Better Health



This leaflet explains:

- *Why the NHS collects information about you and how it is used*
- *Who we may share information with*
- *Your right to see your health records and how we keep your records confidential*

Why we collect information about you:

In the National Health Service we aim to provide you with the highest quality of health care. To do this we must keep records about you, your health and the care we have provided or plan to provide to you.

These records may include:

- Basic details about you such as your address, date of birth and next of kin.
- Contact we have had with you, such as clinical visits.
- Notes and reports about your health.
- Details and records about your treatment and 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.

It is good practice for people in the NHS who provide care to:

- Discuss and agree with you what information they are going to record.

- Give you a copy of letters they are writing about you.
- Show you what they have recorded about you, if you ask.



How your records are used

The people who care for you use your records to:

- Provide a good basis for all health decisions made in consultation with you and other health care professionals.
- Deliver appropriate health care.
- Make sure your health care is safe and effective, and
- Work effectively with others who are providing you with health care.

Others may also need to use records about you in order to:

- Check the quality of health care e.g. carrying out a clinical audit.
- Protect the health of the general public.
- Keep track of NHS spending.
- Manage the health service.
- Help investigate any concerns or complaints you or your family have about your health care.
- Teach health workers.
- Help with research.

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

We use anonymous information wherever possible, but on occasions we may use identifiable information for essential NHS purposes such as research and auditing.

This information **will only be used with your consent**, unless the law requires us to pass on the information.

You have the right

You have the right to confidentiality under the Data Protection Act 1998 (DPA), the Human Rights Act 1998 and the common law duty of confidence. The Equality Act 2010 may also apply.

You also have the right to ask for a copy of all records about you (a fee may be charged)

- You are able to access your *partial* medical records online by registering to use online services. Visit reception for further information.
- Otherwise, requests must be made in writing to the organisation holding your information.
- There may be a charge to have a printed copy of the information held about you.
- We are required to respond to you within 40 working days.
- You will need to give adequate information (for example full name, address, DOB, NHS number etc.).
- You will be required to provide ID before any information is released to you.

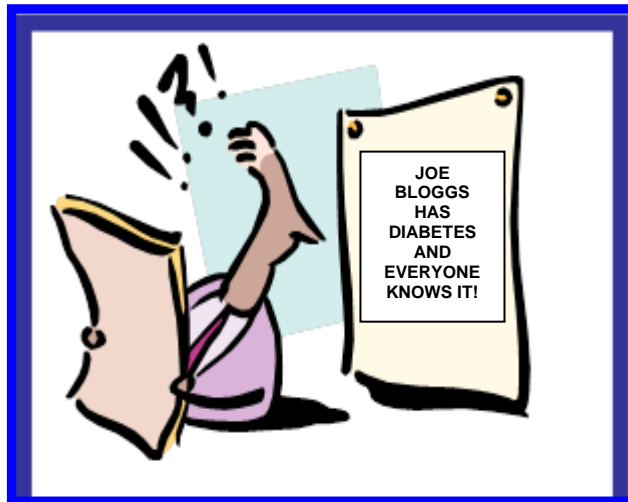
If you think anything in your records is inaccurate or incorrect, please inform the organisation holding your information

Notification

The Data Protection Act 1998 requires organisations to notify the Information Commissioner of the purposes for which they process personal information.

STAVELEIGH MEDICAL CENTRE

Some Things Must Be Kept Private



The NHS is dedicated to protecting your information

In order to provide you with the best possible healthcare, we need to maintain proper records of your health and make sure that this is available to your medical team, wherever and whenever possible.

All of our staff are trained in their responsibilities to protect your data and are under legal obligations not to disclose this information to unauthorised bodies or people.

Your medical records are vital

We use your records to help us to give you proper healthcare and advice. We also need records to manage and plan the NHS itself in order to provide proper accounting for the public money we spend and to have the right resources in the right place.

We also use medical records in research to help find cures and treatments for illnesses. This helps us and other research bodies better understand diseases and determine which treatments work best under certain circumstances.

When we use this information we make sure that, wherever possible, we do not use personal details such as your name and address, in order to protect your confidentiality.

When releasing information to researchers, we give them only the minimum data necessary, and all their research is carefully vetted

GP Data for Planning and research Direction

NHS Digital has been directed to collect, process, analyse and disseminate general practice data to support the purposes set out in the [GP Data for Planning and Research Direction 2021](#). This is a national initiative and from July 1st, 2021, patient data will be extracted from GP systems on a daily basis; data will be encrypted in transit and pseudonymised.

As this is a statutory obligation, practices are legally obliged to share this data, unless patients have opted out of having their data shared. If you as patient want to opt out of your data being shared, apart from information used for your direct care, you have the option of registering a [Type 1 Opt-out](#) or a [National Data Opt-out](#), or both.

If you wish to register your opt out choice, please use the following link:

[Make your choice about sharing data from your health records - NHS \(www.nhs.uk\)](#)

You can also complete the attached form and give it to your GP practice staff.



Type+1+Opt-out+form.docx

If you have any queries around Data Protection please contact:

Mr M Turner
STAVELEIGH MEDICAL CENTRE
0161 304 8009

K. Statement Publication

Staveleigh Medical Centre will endeavour to update and publish their policy and statement as soon as possible and appropriate. The policy and statement should be reviewed not more than 12 months of the version date.

The statement needs to be approved and signed by an appropriate senior person in the business to ensure senior level accountability.

A copy of the statement is to be provided to anyone who requests one in writing. The copy must be provided to the requestor within 30 days of the receipt of the request.

L. Additional Information





None recorded.



M. References & Further Resources

None recorded.

N. Appendices

Patient Privacy Notices:

Practice Poster	 Practice-poster-GDP R.docx
Privacy Notice 1	 Privacy-notice-1.doc x
Privacy Notice 2	 Privacy-notice-2.doc x
Privacy Notice 3	 Privacy-notice-3.doc x

Privacy Notice 4	 Privacy-notice-4.doc x
Subject Access Request	 SUBJECT ACCESS REQUEST POLICY.do

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