

**FIELD VIEW
SURGERY**

HULL HBS 

DR B F COOK

FIELD VIEW SURGERY'S PRIVACY NOTICE

HOW WE USE YOUR INFORMATION:

This privacy notice explains why we as a Practice collect information about our patients and how we use that information.

Field View Surgery manages patient information in accordance with existing laws and with guidance from organisations that govern the provision of healthcare in England such as the Department of Health and the General Medical Council.

We are committed to protecting your privacy and will only use information collected lawfully in accordance with the following:

- EU General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR)
- Human Rights Act 1998
- Common Law Duty of Confidentiality
- Health and Social Care Act 2012
- NHS Codes of Confidentiality, Information Security and Records Management
- Information: To Share or Not to Share Review

HOW WE USE YOUR PERSONAL INFORMATION

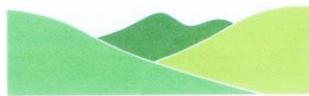
Healthcare professionals who provide you with care maintain records about your health and any treatment or care you have received, for example NHS Trusts, GP Surgeries, Walk-in-Centres etc. These records are used to help to provide you with the best possible healthcare.

NHS healthcare records may be electronic, on paper or a mixture of both, and we use a combination of working practices and technology to ensure that your information is kept confidential and secure. Records this GP Practice hold about you may include the following information:

- Details about you, such as your name, address, date of birth, carers, legal representatives and emergency contact details.
- Any contact the surgery has with you, such as appointments, visits, telephone calls 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.

Patients can choose to withdraw their consent to their data being used in this way. When the practice is about to participate in any new data-sharing scheme we will make patients aware by displaying prominent notices in the surgery and on our website at least four weeks before the scheme is due to start. We will also explain clearly what you have to do to 'opt-out' of each new scheme.

A patient can object to their personal information being shared with other health care providers but if this limits the treatment that you can receive then the doctor will explain this to you at the time.



MOBILE TELEPHONE

If you provide us with your mobile phone number we may use this to send you reminders about any appointments or other health screening information being carried out.

OUR WEBSITE: <http://www.fieldviewsurgery.nhs.uk>

You can access our website without giving us any information about yourself. But sometimes we do need information to provide services that you request, and this statement of privacy explains data collection and use in those situations.

In general, you can visit our web site without telling us who you are and without revealing any information about yourself. However there may be occasions when you choose to give us personal information, for example, when you choose to contact us or request information from us. We will ask you when we need information that personally identifies you or allows us to contact you.

We collect the personal data that you may volunteer while using our services. We do not collect information about our visitors from other sources, such as public records or bodies, or private organisations. We do not collect or use personal data for any purpose other than that indicated below:

- To send you confirmation of requests that you have made to us
- To send you information when you request it.

We intend to protect the quality and integrity of your personally identifiable information and we have implemented appropriate technical and organisational measures to do so. We ensure that your personal data will not be disclosed to any other party apart from State institutions and authorities if required by law or other regulation.

We use cookies on this website therefore you may see a message asking you to choose to accept or decline cookies.

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should be aware that we don't have any control over the other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting these sites.

RISK STRATIFICATION

Risk stratification data tools are increasingly being used in the NHS to help determine a person's risk of suffering a particular condition, preventing an unplanned or (re)admission and identifying a need for preventive intervention. Information about you is collected from a number of sources including NHS Trusts and from this GP Practice. A risk score is then arrived at through an analysis of your de-identified information using software, and is only provided back to your GP as data controller in an identifiable form. Risk stratification enables your GP to focus on preventing ill health and not just the treatment of sickness. If necessary your GP may be able to offer you additional services. Please note that you have the right to opt out of your data being used in this way.



MEDICINE MANAGEMENT

The Practice may conduct Medicines Management Reviews of medications prescribed to its patients. This service performs a review of prescribed medications to ensure patients receive the most appropriate, up to date and cost effective treatments. This service is provided to practices within Hull and East Yorkshire.

DISCLOSURES WHICH ARE REQUIRED BY LAW OR CLINICAL AUDIT

REQUIREMENTS

In order to comply with its legal obligations this practice may send data to NHS Digital when directed by the Secretary of State for Health under the Health and Social Care Act 2012 and the practice contributes to national clinical audits and will send the data which are required by NHS Digital when the law allows. This may include demographic data, such as date of birth and information about your health which is recorded in coded form.

DISCLOSURES FOR MEDICAL RESEARCH OR HEALTH MANAGEMENT

PURPOSES

The surgery will always gain your consent before releasing the information for this purpose, the practice contributes to medical research and may send relevant information to medical research databases when consent is obtained and the law allows. circumstances (i.e. life or death situations), or where the law requires information to be passed on.

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/Foundation Trusts
- GPs
- NHS Commissioning Support Units
- Independent Contractors such as dentists, opticians, pharmacists
- Private Sector Providers
- Voluntary Sector Providers
- Ambulance Trusts
- Clinical Commissioning Groups
- Social Care Services
- NHS Digital
- Local Authorities
- Education Services
- Fire and Rescue Services
- Police & Judicial Services
- Other “data processors” which you will be informed of

You will be informed who your data will be shared with and in some cases asked for explicit consent for this to happen when required. We may also use external companies to process personal information, such as for archiving purposes. These companies are bound by contractual agreements to ensure information is kept confidential and secure.



ACCESS TO PERSONAL INFORMATION

You have a right under the EU General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR) to access/view information the practice holds about you, and to have it amended or removed should it be inaccurate. This is known as 'the right of subject access'. If we do hold information about you we will:

- give you a description of it
- tell you why we are holding it
- tell you who it could be disclosed to
- let you have a copy of the information in an intelligible form

If you would like to make a 'subject access request', please contact our Practice Manager, Michelle Smith in writing. Any changes to this notice will be published on our website and in the practice waiting areas.

CHANGE OF DETAILS

It is important that you tell the person treating you if any of your details such as your name or address have changed or if any of your details such as date of birth is incorrect in order for this to be amended. You have a responsibility to inform us of any changes so our records are accurate and up to date for you.

NOTIFICATION

GDPR requires organisations to register a notification with the Information Commissioner to describe the purposes for which they process personal and sensitive information.

The information is publicly available on the Information Commissioners Office website www.ico.org.uk.

Our practice is registered with the Information Commissioners Office (ICO), our registration number is Z7297394 and can be viewed online in the public register at <https://ico.org.uk/about-the-ico/what-we-do/register-of-fee-payers/>

PRIMARY CARE NETWORK

We are a member of a Primary Care Networks (PCN) Modality.

This means we will be working closely with a number of other Practices and health and care organisations to provide healthcare services to you.

During the course of our work we may share your information with these Practices and health care organisations/professionals. We will only share this information where it relates to your direct healthcare needs.

When we do this, we will always ensure that appropriate agreements are in place to protect your information and keep it safe and secure. This is also what the Law requires us to do.

If you would like to see the information the PCN holds about you please contact the data protection officer contact details are shown below.



WHO IS THE DATA CONTROLLER?

The Data Controller, Field View Surgery, is responsible for keeping your information secure and confidential. Any changes to this notice will be published on our website and displayed via notices in the surgery waiting rooms.

WHO IS OUR DATA PROTECTION OFFICER (DPO)?

The data protection officer at Field View Surgery will be delivered by Barry Jackson who is also the Head of Information Governance at N3i.

FURTHER INFORMATION

Further information about the way in which the NHS uses personal information and your rights in that respect can be found in:

- The NHS Care Record Guarantee: <http://www.nigb.nhs.uk/pubs/nhscrg.pdf>
- The NHS Constitution: <https://www.gov.uk/government/publications/the-nhs-constitutionforengland>
- NHS Digital's Guide to Confidentiality in Health & Social Care gives more information on the rules around information sharing: <http://content.digital.nhs.uk/article/4979/Assuringinformation>

An independent review of information about patients is shared across the health and care system led by Dame Fiona Caldicott was conducted in 2012. The report, Information: To share or not to share? The Information Governance Review, be found at: <https://www.gov.uk/government/publications/the-information-governance-review>

NHS England – Better Data, Informed Commissioning, Driving Improved Outcomes: Clinical Data Sets provide further information about the data flowing within the NHS to support commissioning. Please visit the **NHS Digital website** for further information about their work, their information, their responsibility for collecting data across the health and social care system.

OBJECTIONS / COMPLAINTS

If you are happy for your data to be extracted and used for the purposes described in this privacy notice, then you do not need to do anything. If you have any concerns about how your data is managed or shared, then please contact our Practice Data Protection Officer Barry Jackson at N3i – see link attached.



N3i Info Gov 2 DPO
Service.pdf

If you are still unhappy following a review by the DPO, you can then complain to the Information Commissioners Office (ICO) www.ico.gov.uk, telephone 0303 123 1113 (local rate) or 01625 545 745.