

ACCESS TO HEALTH RECORDS

The practice is recognised as a teaching practice for fully qualified doctors (GP Registrars) who want to become General Practitioners in the future. You are entitled by law to have access to your medical records which were written after 1st November 1991. You must apply in writing and a charge will be made. The doctor is entitled to withhold information that he or she considers maybe detrimental to you.

All our medical records are kept on our computers. Our paper records are kept safe and once they have been entered onto your personal file on our computers they are safely destroyed. We assure our patients of complete confidentiality and we abide by the GDPR (General Data Protection Regulation) of May 2018.

Your medical records cannot be accessed by other parties without your permission.

There is a charge if you require a part or all of your medical records to be photocopied, please see the table below for a description of the documents and the charges for each.

CONFIDENTIALITY

The practice complies with Data Protection and Access to Medical Records legislation. Identifiable information about our patient's will be shared with others in the following circumstances:

- To provide further medical treatment for our patient's e.g. from district nurses and hospital services
- To help our patient's get other services e.g. from the social work department. This requires your consent
- When we have a duty to others e.g. in child protection cases Anonymised patient information will also be used at local and national level to help the Health Board and Government plan services e.g. for diabetic care
- If you do not wish anonymous information about you to be used in such a way, please let us know

Reception and administration staff require access to your medical records in order to do their jobs. These members of staff are bound by the same rules of confidentiality as the medical staff.

Depending on which data records you want information about, request it in writing to the practice. Please include in dates of the records, our DPO (data protection officer) will decide on whether your request is improved or not. Information requested for another person will be refused.

FREEDOM OF INFORMATION

The ICO has published a new Model Publication Scheme that all public authorities are required to adopt by 1st January 2009.

<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/>

DATA SHARING

Our practice is participating in NHS national programme for IT. We share summary of all our patient's vital clinical information i.e. Medication, Allergies and Adverse reaction to drugs, with the NHS Emergency Care Providers like A&E, Out Of Hours GP and Walk-in Centre.

This is to ensure that our patients receive safer and quality care during urgent or emergency situations. **To opt in/opt out of our Summary please see one of our receptionists.**

An informed patient, in consultation with a healthcare professional, can choose to permit or restrict access to information entered into their record at each EMIS organisation that accesses their record.

The patient will be asked to give their record sharing consent with each organisation at which they receive care.

The patient's consent can be changed anytime.

The above content also includes all data and information collected from all questionnaires and patient's surveys (Patient Participation Group and Friends and Family Tests and Staff Questionnaires).

You may have the right to demand that this record is not shared with anyone who is not involved in the provision of your direct healthcare.

If you wish to enquire further as to your rights in respect of not sharing information on this record then please contact our Data Protection Officer.

To find out more about the wider use of confidential personal information please visit <https://digital.nhs.uk/services/national-data-opt-out-programme>.

If you wish your data not to be shared you can opt-out;

- Please see one of our receptionists who will be more than happy to print off one of our Data Sharing Consent Forms for you, please make sure that you tick the appropriate box before handing it to our receptionist.

We understand how important it is to keep your personal information safe and secure and we take this very seriously. We have taken steps to make sure your personal information is looked after in the best possible way and we review this regularly.

Please read our GDPR Privacy Policy carefully, as it contains important information about how we use the personal and healthcare information we collect on your behalf.

STATEMENT UPDATED ON Saturday, 26 October 2019, NEXT REVIEW DATE ON MONDAY 26TH OCTOBER 2020