

Church View Medical Practice

Privacy Notice

Updated April 2019

This document details how Church View Medical Practice uses your information to provide you with healthcare.

Church View Medical Practice holds your personal medical record so that we can provide you with safe and effective healthcare. We keep medical records confidential and comply with the European Union legislation known as the General Data Protection Regulation, which came into effect on 25 May 2018.

Data Controller: **Church View Medical Practice**
(Dr Duggart, Dr Hunter, Dr Maconachie & Dr Wilson)
2nd Floor, Cornerstone Medical Centre
69 Shankill Road
Belfast
BT13 1FD

ICO Registration: **Z562614X**

Data Protection Officer: Dr Christopher Wilson

Further information: Phone: **028 9027 9880**
Web: churchviewmedicalpractice.com/privacy

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- Church View Medical Practice will use your medical information so we can 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 professionals or organisations in order for them to provide you with care. For example, your GP will share information when they refer you to a specialist in a hospital, or send details about your prescription to your chosen pharmacy.
 - Healthcare staff working in hospital emergency departments and out-of-hours services will also have access to your information through a digital service known as the Electronic Care Record (ECR). It is important that staff who are treating you in an emergency know if you have any allergies and what medication you are prescribed.
 - If you do not want your information to be shared in this way, you have the right to object. You also have the right to have any mistakes or errors corrected.

Important information about how your personal and medical data is used to provide you with healthcare

Registering for NHS care

- The National Health Service (NHS) in Northern Ireland is known as Health and Social Care (HSC)
- All patients who receive HSC care are registered on a national database, which holds your name, address, date of birth and healthcare number. It does not hold information about the care you receive.
- The database is held by the Business Services Organisation (BSO) in Belfast; an organisation which has a statutory responsibility to collect HSC data.
- For more information you can visit the BSC website at www.hscbusiness.hscni.net

Identifying patients who might be at risk of certain diseases

- 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 can only be seen by this practice.

Safeguarding

- Sometimes we may need to share your information so that other people, including healthcare staff, children or others with safeguarding needs, are protected from harm.
- We do not need your consent or agreement to share information in these situations, though we will take reasonable steps to inform you that your information has been shared.

We are required by law to provide you with the following information about how we handle your data.

<p>Data Protection Officer</p>	<p>Dr C M Wilson</p> <p>Church View Medical Practice, 2nd Floor, Cornerstone Medical Centre, 69 Shankill Road, Belfast, BT13 1FD</p> <p>Phone: 028 90316700 Web: oldchurchpractice.comn/privacy</p>
<p>Purpose of the data processing</p>	<p>To provide health and social care services to registered patients.</p> <p>To check and review the quality of care for purposes of audit, safety and clinical governance.</p>
<p>Lawful basis for processing</p>	<p>These purposes are supported under the following sections of the General Data Protection Regulation (GDPR):</p> <ul style="list-style-type: none"> • <i>Article 6(1)(e) ‘...necessary for the performance of a task carried out in the public interest or in the exercise of official authority...’;</i> • <i>Article 9(2)(h) ‘necessary for the purposes of preventative or occupational medicine for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services...’</i> <p>Healthcare staff will also respect and comply with their obligations under the common law duty of confidentiality.</p>
<p>Recipients of the processed data</p>	<p>The data will be shared with:</p> <ul style="list-style-type: none"> • Healthcare professionals and staff in this surgery (including hospital clinical and administrative staff, pharmacists and others involved in the provision of healthcare services to you). • Local hospitals. • GP out-of-hours services • Diagnostic and treatment centres • Other organisations involved in the provision of direct care to individual patients

<p>Rights to object</p>	<p>You have the right to object to information being shared between those who are providing you with direct care.</p> <p>This may affect the care you receive – please speak to the practice for advice.</p> <p>You are not able to object to your name, address and other demographic information being sent to NHS Digital or BSO. This is necessary if you wish to be registered to receive HSC care.</p> <p>You are not able to object when information is legitimately shared for safeguarding reasons (see Safeguarding paragraph above).</p>
<p>Right to access and correction</p>	<p>You have the right to access your medical record and have any errors or mistakes corrected. Please speak to a member of staff about our ‘Subject Access Request’ policy and procedure.</p> <p>We are not aware of any circumstances in which you will have the right to delete correct information from your medical record. You are free to obtain your own legal advice if you believe there is no lawful purpose for which we hold certain data.</p>
<p>Retention period</p>	<p>GP medical records will be kept in line with the law and national guidance. Information on how long records are kept can be found at: digital.nhs.uk/article/1202/Records-Management-Code-of-Practice-for-Health-and-Social-Care-2016</p>
<p>Right to complain</p>	<p>You have the right to complain to the Information Commissioner’s Office. More information can be found at ico.org.uk or you can call the helpline on 0303 123 1113.</p>
<p>Data we get from other organisations</p>	<p>We may receive information about your health from other organisations who are involved in providing you with health and social care. For example, if you go to hospital for treatment or have an operation the hospital will send us a letter to let us know what has happened and what action we may need to take. This means your GP medical record is kept up-to-date when you receive care from other parts of the health service.</p>

How your information is used for audit and quality improvement purposes

Medical research

- Church View Medical Practice uses information from medical records for audit and quality improvement purposes. This helps to make sure that you get high quality care in line with current guidelines. Information from medical records can help doctors and other healthcare workers measure and check the quality of care which is provided to you. The results of the checks or audits are used to recommend improvements to patient care.

We are required by law to provide you with the following information about how we share your data for audit and quality improvement purposes.

<p>Data Protection Officer</p>	<p>Dr C M Wilson</p> <p>Church View Medical Practice, 2nd Floor, Cornerstone Medical Centre, 69 Shankill Road, Belfast, BT13 1FD</p> <p>Phone: 028 90316700 Web: oldchurchpractice.comn/privacy</p>
<p>Purpose of the processing</p>	<p>Medical research and to check the quality of care which is given to patients (this is called national clinical audit).</p>
<p>Lawful basis for processing</p>	<p>The following sections of the General Data Protection Regulation (GDPR) mean that we can use medical records for research and to check the quality of care (national clinical audits).</p> <ul style="list-style-type: none"> • <i>Article 6(1)(e) – ‘processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller’.</i> <p>For medical research: there are two possible Article 9 conditions:</p> <ul style="list-style-type: none"> • <i>Article 9(2)(a) – ‘the data subject has given explicit consent...’</i> <p>or</p> <ul style="list-style-type: none"> • <i>Article 9(2)(j) – ‘processing is necessary for... scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member States law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and interests of the data subject’.</i> <p>To check the quality of care (clinical audit):</p> <ul style="list-style-type: none"> • <i>Article 9(2)(h) – ‘processing is necessary for the purpose of preventative...medicine...the provision of health or social care or treatment or the management of health or social care systems and services...’</i>

<p>Recipients of the processed data</p>	<p>National clinical audits which check the quality of care provided across the country.</p>
<p>Rights to object and the national data opt-out</p>	<p>You have a right to object under the GDPR and the right to ‘opt-out’ under the national data opt-out model. The national data opt-out model provides an easy way for you to opt-out of sharing information that identifies you being used or shared for medical research purposes and quality checking or audit purposes.</p> <p>Please contact the practice if you wish to avail of this opt-out service.</p>
<p>Right to access and correct</p>	<p>You have the right to access your medical record and have any errors or mistakes corrected. Please speak to a member of staff about our ‘Subject Access Request’ policy and procedure.</p> <p>We are not aware of any circumstances in which you will have the right to delete correct information from your medical record. You are free to obtain your own legal advice if you believe there is no lawful purpose for which we hold certain data.</p>
<p>Retention period</p>	<p>GP medical records will be kept in line with the law and national guidance. Information on how long records are kept can be found at: digital.nhs.uk/article/1202/Records-Management-Code-of-Practice-for-Health-and-Social-Care-2016</p>
<p>Right to complain</p>	<p>You have the right to complain to the Information Commissioner’s Office. More information can be found at ico.org.uk or you can call the helpline on 0303 123 1113.</p>

Information about how your data information is shared so that this practice can meet its legal requirements

The law requires Church View Medical Practice to share information from your medical records in certain circumstances. Information is shared so that HSC can, for example:

- Plan and manage services
- Check that the care being provided is safe
- Prevent infectious diseases from spreading

We will share information with the Health and Social Care Board or The Public Health Agency or other relevant organisation when the law requires us to do so. Please see below for more information.

We must also share your information if a court of law orders us to do so.

The Health and Social Care Board (HSCB)

- HSCB has legal responsibilities to collect information about health and social care services.
- It collects information from across the Northern Ireland and provides reports on how the health service is performing. These reports help to plan and improve services to patients. The Practice is required to provide data on the care we provide in such a way that individual patients cannot be identified.

Public Health Agency (PHA)

- The law requires us to share data for public health reasons, for example to prevent the spread of infectious diseases or other diseases which threaten the health of the population.
- We will report the relevant information to Public Health Department when required to do so and take reasonable steps to inform you that information sharing has taken place.

We are required by law to provide you with the following information about how we share your data in order to meet our legal obligations.

<p>Purpose of the processing</p>	<p>Compliance with legal obligations or court order.</p>
<p>Lawful basis for processing</p>	<p>The following sections of the GDPR mean that we can share information when the law tells us to.</p> <ul style="list-style-type: none"> • <i>Article 6(1)(c) – ‘processing is necessary for compliance with a legal obligation to which the controller is subject...’</i> • <i>Article 9(2)(h) – ‘processing is necessary for the purpose of preventative...medicine...the provision of health or social care or treatment or the management of health or social care systems and services...’</i>
<p>Recipients of the processed data</p>	<p>The data will be shared with Health and Social Care Board, Public Health Agency as required.</p> <p>The data will be shared with the court if ordered.</p>
<p>Rights to object and the national data opt-out</p>	<p>There are very limited rights to object when the law requires information to be shared but government policy allows some rights of objection.</p> <ul style="list-style-type: none"> • Public health Legally information must be shared under public health legislation. This means that you are unable to object. • Court order Your information must be shared if it ordered by a court. This means that you are unable to object.

Right to access and correct	<p>You have the right to access your medical record and have any errors or mistakes corrected. Please speak to a member of staff about our 'Subject Access Request' policy and procedure.</p> <p>We are not aware of any circumstances in which you will have the right to delete correct information from your medical record. You are free to obtain your own legal advice if you believe there is no lawful purpose for which we hold certain data.</p>
Retention period	<p>GP medical records will be kept in line with the law and national guidance. Information on how long records are kept can be found at: digital.nhs.uk/article/1202/Records-Management-Code-of-Practice-for-Health-and-Social-Care-2016</p>
Right to complain	<p>You have the right to complain to the Information Commissioner's Office. More information can be found at ico.org.uk or you can call the helpline on 0303 123 1113.</p>

Information about how your data is shared with national screening programmes

The NHS provides national screening programmes so that certain diseases can be detected at an early stage.

These screening programmes include bowel cancer, breast cancer, cervical cancer, aortic aneurysms and a diabetic eye screening service.

The law allows us to share your contact information with the Public Health Agency so that you can be invited to the relevant screening programme. For more information please speak to the practice.

We are required by law to provide you with the following information about how we handle your information in relation to our legal obligations to share data.

Purpose of the processing	<p>The NHS provides several national health screening programmes to detect diseases or conditions early such as cervical and breast cancer, aortic aneurysm and diabetic retinopathy.</p> <p>The information is shared so that the correct people are invited for screening. This means those who are most at risk can be offered treatment.</p>
Lawful basis for processing	<p>The following sections of the GDPR allow us to contact patients for screening.</p> <ul style="list-style-type: none">• <i>Article 6(1)(e) – ‘processing is necessary...in the exercise of official authority vested in the controller...’</i>• <i>Article 9(2)(h) – ‘processing is necessary for the purpose of preventative...medicine...the provision of health or social care or treatment or the management of health or social care systems and services...’</i>
Recipients of the processed data	<p>The data will be shared with The Public Health Agency or other agency which oversees a screening programme.</p>

<p>Rights to object</p>	<p>For national screening programmes, you can opt-out so that you no longer receive an invitation to a screening programme.</p> <p>Visit www.gov.uk/government/publications/opting-out-of-the-nhs-population-screening-programmes or speak to the practice.</p>
<p>Right to access and correct</p>	<p>You have the right to access your medical record and have any errors or mistakes corrected. Please speak to a member of staff about our 'Subject Access Request' policy and procedure.</p> <p>We are not aware of any circumstances in which you will have the right to delete correct information from your medical record. You are free to obtain your own legal advice if you believe there is no lawful purpose for which we hold certain data.</p> <ul style="list-style-type: none"> •
<p>Retention period</p>	<p>GP medical records will be kept in line with the law and national guidance. Information on how long records are kept can be found at: digital.nhs.uk/article/1202/Records-Management-Code-of-Practice-for-Health-and-Social-Care-2016</p>
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If you would like to discuss any of these matters further please make an appointment to meet with the Data Protection Officer, Dr C M Wilson. Contact details are provided at the top of this document.