Fair Processing Notice

**HOW DO WE MAINTAIN THE CONFIDENTIALITY OF YOUR RECORDS?**

We are committed to protecting your privacy and will only use information collected lawfully in accordance with the Data Protection Act 1998 (which is overseen by the Information Commissioner’s Office), Human Rights Act, the Common Law Duty of Confidentiality, and the NHS Codes of Confidentiality and Security. Every member of staff who works for an NHS organisation has a legal obligation to keep information about you confidential. Anyone who receives information from an NHS organisation has a legal duty to keep it confidential.

We maintain our duty of confidentiality to you at all times. We will only ever use or pass on information about you if others involved in your care have a genuine need for it. We will not disclose your information to any third party without your permission unless there are exceptional 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 Social Care Services

Specialist Trusts Local Authorities

Independent Contractors eg, Dentist, Optician, Pharmacy Education Services

Private Sector Providers Fire, Ambulance and Police

Voluntary Sector Providers Clinical Commissioning Groups

**Access to personal information**

You have a right under the General Data Protection Regulations 2018 to access/view what 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; and

let you have a copy of the information in an intelligible form

If you would like to make a ‘subject access request’ please contact the Practice Manager in writing. If you would like further information about how we use your information, or if you do not want us to use your information in this way, please contact the Practice Manager.