

## What is a Privacy Notice?

A privacy notice helps the surgery tell you how it uses information it holds about you, such as your name, address, date of birth and all of the notes the doctor or nurse makes about you in your healthcare record.

## Why do we need a Privacy Notice?

Your doctor's surgery has a privacy notice to make sure it meets the legal requirements which are written within the new General Data Protection Regulations (GDPR) May 2018.

## What is the GDPR?

The GDPR is updated legislation that helps the surgery keep the information about you secure. It will be introduced on the 25<sup>th</sup> May 2018, and ensures that the GP's, nurses and all of the team follow the legislation and keeps your information safe.

## How do you know about our privacy notice?

At our surgery, we have posters in our waiting room and leaflets to give patients on request. We have information about privacy on our website, telling you how we use the information we hold about you.

## What information do we collect about you?

Don't worry! We only collect the information we need to help us keep you healthy – such as your name, address, records of appointments, visits, phone calls, health records, treatment and medicines, test results, x-rays and any other information to enable us to care for you.

## How do we use your information?

Your information is stored securely to help us provide your care. We may need to share information with other medical teams, such as hospitals, if you need to be seen by a specialist or sent for an x-ray or scan. Your doctor's surgery may be asked to help with medical research; if so, we'll always ask you for consent to share your information before we do anything.

## How do we keep your information private?

All of the team at the surgery know that it's important to protect the information we have about you. We make sure we follow all new and existing legislation that is written in the GDPR and other law changes.

## What if I've got a long-term medical problem?

If you have a long-term medical problem, we know it's important to make sure your information is shared with other healthcare teams, making sure you get the care you need when you need it!

## Don't want to share?

All of our patients, no matter what their age, can say they don't want to share their information. If you're under 16 this is something which your parents or adults with parental responsibility will have to decide. They can obtain information from the staffing team at the surgery, who can explain what this means and the impact of your decision.

## How do I access my records?

If you'd like to see what information is held about you, you have a right to access the information. You will need to complete a Subject Access Request (SAR) and send this into the Practice Manager. Patients can do this, and also parents or adults with parental responsibility will do this on your behalf if you're under 16. Under the new legislation set out in the GDPR, if you're over 12, you may be classed as being competent and be able to do this yourself. The decision will be made by your GP.

## What do I do if I have a question?

If you have a question, contact us on tel: 01480 860770 or by email on: [greatstaughton@nhs.net](mailto:greatstaughton@nhs.net).

## What to do if you're not happy about how we manage your information?

We want to ensure you're happy, but we understand that sometimes things can go wrong. If you are unhappy with any part of our data-processing methods, you can complain.

For more information, visit [www.ico.org.uk](http://www.ico.org.uk) and select 'Raising a concern'.

We always make sure the information we give you is up to date. Any updates to the GDPR will be published on our website, in our newsletter and leaflets, and on our posters.