

# How Beech House Surgery Uses Your Information To Provide You With Healthcare

**This practice keeps medical records confidential and complies with the General Data Protection Regulation. We hold your medical record so that we can provide you with safe care and treatment. We will also use your information so that this practice can check and 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 staff or organisations when they provide you with care. For example, your GP will share information when they refer you to a specialist in a hospital or your GP will send details about your prescription to your chosen pharmacy.
- Below is a list of who we may share your information with organisations who are directly involved in your care, for example:
  - Community teams i.e. District Nurses, Midwives, Health Visitors, Community Advanced Nurse Practitioners, Scholl nurses, Health promotion & Chronic disease management teams, SPOA, Counsellors & Mental Health teams
  - Independent Contractors i.e. Dentists, Optician, Pharmacy Dispensing services.
  - BCUHB/ NHS Trust i.e. Medicines Management, Ambulance Services
  - Social Services
  - Local Authorities
  - Voluntary Sector
  - Private Sector providers
  - Fire & Rescue services
  - Police & Judicial Services
  - Research & Audit
  - Other data processors, which you will be informed of
- Healthcare staff working in A&E and out of hours care will also have access to your information. For example, it is important that staff who are treating you in an emergency know if you have any allergic reactions. This will involve the use of your Individual Health Record. For more information see: [www.gprecord.wales.nhs.uk](http://www.gprecord.wales.nhs.uk) or alternatively speak to your practice.
- You have the right to object to information being shared for your own care. Please speak to the practice if you wish to object. You also have the right to have any mistakes or errors corrected.

## Further Information About How Your Information Is Used To Provide You With Healthcare

### **Registering For NHS Care**

- All patients who receive NHS care are registered on a national database.
- This database holds your name, address, date of birth and NHS Number but it does not hold information about the care you receive.
- The database is held by NHS Wales Information Services, a national organisation, which has legal responsibilities to collect NHS data. It is a secure haven for NHS Patient data.
- More information can be found at: [www.infoandstats.wales.nhs.uk](http://www.infoandstats.wales.nhs.uk) or the phone number for general enquires at 029 20 500500

### **How Your Information Is Shared So That This Practice Can Meet Legal Requirements**

The law requires us to share information from your medical records in certain circumstances. Information is shared so that the NHS or Public Health England 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 NHS Wales Information Services, the Care Inspectorate Wales and local health protection team (or Public Health Wales) when the law requires us to do so. We must also share your information if a court of law orders us to do so. Please see below for more information

### **North Wales Informatics Services**

- North Wales Informatics Services is a national body which has legal responsibilities to collect information about health and social care services.
- It collects information from across the NHS Wales and provides reports on how the NHS is performing. These reports help to plan and improve services to patients.
- This practice must comply with the law and will send data to North Wales Informatics Services for example, when it is told to do so by the Secretary of State for Health or NHS Wales under the Health and Social Care Act 2012.
- More information about North Wales Informatics Services and how it uses information can be found at:
  - <https://digital.nhs.uk/home>
  - <http://www.wales.nhs.uk/nwis/page/52661>
  - <http://www.infoandstats.wales.nhs.uk/>

## **Public Health**

Public health encompasses everything from national smoking and alcohol policies, the management of epidemics such as flu, the control of large scale infections such as TB and Hepatitis B to local outbreaks of food poisoning or Measles. Certain illnesses are also notifiable; the doctors treating the patient are required by law to inform the Public Health Authorities, for instance Scarlet Fever.

This will necessarily mean the subjects personal and health information being shared with the Public Health organisations.

Some of the relevant legislation includes: the Health Protection (Notification) Regulations 2010 (SI 2010/659), the Health Protection (Local Authority Powers) Regulations 2010 (SI 2010/657), the Health Protection (Part 2A Orders) Regulations 2010 (SI 2010/658), Public Health (Control of Disease) Act 1984, Public Health (Infectious Diseases) Regulations 1988 and The Health Service (Control of Patient Information) Regulations 2002  
[www.gov.wales/topics/health/protection/public-health](http://www.gov.wales/topics/health/protection/public-health)

## **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 will only be seen by this practice.  
For more information speak to the practice

## **Safeguarding**

- Sometimes we need to share information so that other people, including healthcare staff, children or others with safeguarding needs, are protected from risk of harm.
- These circumstances are rare.
- We do not need your consent or agreement to do this.
- Please see visit the following for more information or ask the practice:  
[www.wales.nhs.uk/governance-emanual/safeguarding](http://www.wales.nhs.uk/governance-emanual/safeguarding)

### **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 Public Health Wales so that you can be invited to the relevant screening programme. More information can be found at:  
[www.gov.wales/topics/health/protection/public-health-screening](http://www.gov.wales/topics/health/protection/public-health-screening)

### **Checking The Quality Of Care - National Clinical Audits**

- We contribute to national clinical audits so that healthcare can be checked and reviewed.
- 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 can show where hospitals are doing well and where they need to improve.
- The results of the checks or audits are used to recommend improvements to patient care.
- Data are sent to NHS Wales Information Services a national body with legal responsibilities to collect data.
- The data will include information about you, such as your NHS Number and date of birth and information about your health which is recorded in coded form - for example the code for diabetes or high blood pressure.
- More information can be found at: [www.infoandstats.wales.nhs.uk](http://www.infoandstats.wales.nhs.uk) or the phone number for general enquires at 029 20 500500
- We will only share your information for national clinical audits or checking purposes when the law allows.
- You have the right to object to your identifiable information being shared for national clinical audits. Please contact the practice if you wish to object

## **Medical Research**

We share information from medical records:

- to support medical research when the law allows us to do so, for example to learn more about why people get ill and what treatments might work best;
- we will also use your medical records to carry out research within the practice.

This is important because:

- the use of information from GP medical records is very useful in developing new treatments and medicines;
- medical researchers use information from medical records to help answer important questions about illnesses and disease so that improvements can be made to the care and treatment patients receive.

We share information with the following medical research organisations with your explicit consent or when the law allows:

- [www.betsiresearch.wales.nhs.uk/primary-care-research](http://www.betsiresearch.wales.nhs.uk/primary-care-research)
- [www.healthandcareresearch.gov.wales/primary-care-research-incentive-scheme-picris/](http://www.healthandcareresearch.gov.wales/primary-care-research-incentive-scheme-picris/)
- <https://saildatabank.com>

You have the right to object to your identifiable information being used or shared for medical research purposes. Please speak to the practice if you wish to object

## We Are Required By Law To Provide You With The Following Information About How We Handle Your Information.

<b>Data Controller</b>	Beech House Surgery 69 Vale Street Denbigh LL16 3AY
<b>Data Protection Officer</b>	Dr Peter Romachney
<b>Purpose</b> of the processing	<ul style="list-style-type: none"> <li>• To give direct health or social care to individual patients.</li> <li>• For example, when a patient agrees to a referral for direct care, such as to a hospital, relevant information about the patient will be shared with the other healthcare staff to enable them to give appropriate advice, investigations, treatments and/or care.</li> <li>• To check and review the quality of care. (This is called audit and clinical governance).</li> </ul>
<b>Lawful basis</b> for processing	<p>These purposes are supported under the following sections of the GDPR:</p> <ul style="list-style-type: none"> <li>• <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...’; and</i></li> <li>• <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></li> </ul> <p>Healthcare staff will also respect and comply with their obligations under the common law duty of confidence.</p>
<b>Recipient or categories of recipients</b> of the processed data	<p>The data will be shared with:</p> <ul style="list-style-type: none"> <li>• healthcare professionals and staff in this surgery;</li> <li>• local hospitals;</li> <li>• out of hours services;</li> <li>• diagnostic and treatment centres;</li> <li>• or other organisations involved in the provision of direct care to individual patients.</li> </ul>

<b>Rights to object</b>	<ul style="list-style-type: none"> <li>• You have the right to object to information being shared between those who are providing you with direct care.</li> <li>• This may affect the care you receive – please speak to the practice.</li> <li>• You are not able to object to your name, address and other demographic information being sent to NHS Wales Information Services</li> <li>• This is necessary if you wish to be registered to receive NHS care.</li> <li>• You are not able to object when information is legitimately shared for safeguarding reasons.</li> <li>• In appropriate circumstances it is a legal and professional requirement to share information for safeguarding reasons. This is to protect people from harm.</li> <li>• The information will be shared with the local safeguarding service: <ul style="list-style-type: none"> <li>Safeguarding - SPOA</li> <li>64 Brighton Road</li> <li>Rhyl</li> <li>Denbighshire</li> <li>LL18 3HN</li> </ul> </li> </ul> <p style="text-align: center;">Tel: 0800 032 1099</p>
<b>Right to access and correct</b>	<ul style="list-style-type: none"> <li>• You have the right to access your medical record and have any errors or mistakes corrected. Please speak to a member of staff or look at our ‘subject access request’ policy on the practice website – <a href="http://www.beechhouse.gpsurgery.net">www.beechhouse.gpsurgery.net</a></li> <li>• We are not aware of any circumstances in which you will have the right to delete correct information from your medical record; although you are free to obtain your own legal advice if you believe there is no lawful purpose for which we hold the information and contact us if you hold a different view.</li> </ul>
<b>Retention period</b>	<p>GP medical records will be kept in line with the law and national guidance. Please speak to the practice for information on how long records are kept</p>
<b>Right to complain</b>	<p>You have the right to complain to the Information Commissioner’s Office. If you wish to complain follow this link <a href="https://ico.org.uk/global/contact-us/">https://ico.org.uk/global/contact-us/</a> or call the helpline <b>0303 123 1113</b></p>
<b>Data we get from other organisations</b>	<p>We 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 an operation the hospital will send us a letter to let us know what happens. This means your GP medical record is kept up-to date when you receive care from other parts of the health service.</p>