How we will keep you records confidential

Everyone working for the NHS has a legal duty to keep information about you confidential.

We have a duty to

- Maintain full and accurate records of the care we provide to you
- Keeps records about you confidential and secure
- Provide information in a format that is accessible to you (e.g. large type if you are partially sighted)

We will not share information that identifies you for any reason unless:

- You ask us to do so
- We ask and you give us specific permission
- We have to do this by law
- We have special permission because the interests of the public are thought to be of greater importance than your confidentiality for example, if you had a serious medical condition that may put others you had come into contact with at risk

Information Sharing

We may be required or ask you to share information, with your consent and subject to strict sharing protocols on how it will be used, with:

- NHS England
- Clinical Commissioning Groups
- Social Services
- Educational Services
- Local Authorities
- Voluntary Sector Providers
- Private Sector

Anyone who receives information from us also has a legal duty to:

Keep it confidential !

St. Peters Surgery

6 Oaklands Avenue

St. Peters

Broadstairs

Kent

CT10 2SQ

01843 608860

St. Peters Surgery

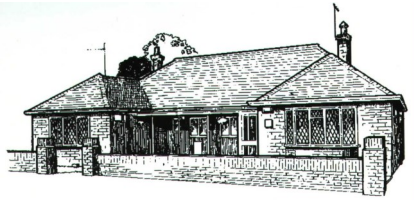
6 Oaklands Avenue
St Peters
Broadstairs Kent

GDPR

PATIENT LEAFLET

THIS LEAFLET EXPLAINS:

- Why the NHS collects information about you and how we use it
- Who we may share your information with
- Your right to see your Health Records and how



01843 608860

Why we collect your information

In the NHS we aim to provide you with the highest quality of health care. To do this we must keep records about you, your health and the care that we have provided or plan to provide to you.

These records may include:

- Basic details about you such as address, date of birth, next of kin
- Contact we have had with you such as clinical visits
- Notes and reports about your health
- Dates and records about your treatment and care
- Results of x-rays, laboratory test etc.
- Relevant information from people who care for you and know you well such as health professionals and relatives.

It is good practice for people in the NHS who provide care to:

- Discuss and agree what they are going to record about you
- Give you a copy of letters written about you and
- Show you what they have recorded about you if you ask

How your records are used

The people who care for you use your records to:

- Provide a good basis for all health decisions made is consultation with you and other health care professionals
- Deliver appropriate health care
- Make sure your health care is safe and effective and
- Work effectively with others providing you with health care

Others may also need to use records about you to:

- Check the quality of health care (such as clinical audit)
- Protect the health of the general public
- Keep track of NHS spending
- Manager the health service
- Help investigate any concerns or complaints you or your family have about your health care
- Teach health worker and
- Help with research

Some information will be held centrally to be use for statistical purposes. In these instances we take strict measures to ensure that the individual patients cannot be identified

We use anonymous information, wherever possible, but on occasions we may use personal identifiable information for essential NHS purposes such as research and auditing. However, this information will only be used with your consent , unless the law requires us to pass on this information

You have the right

You have the right to confidentiality under the Data Protection Act 1998 (DPA), the Human Rights Act 1978 and the common law duty of confidence (the Disability Discrimination and the Race Relations Act may also apply)

You also have the right to ask for a copy of all records about you (a fee may or may not be charged)

- Your request must be made in writing to the organisation holding your information
- There may be a charge to have a printed copy of the information held about you
- We are required to respond to you within 30 working days
- You will need to give adequate information (for example full name address DOB and NHS number)
- You will be required to provide iD before any information is released to you
- You have the right to obtain a copy of records in a permanent form
- You have the right to request that information is in an intelligible format with medical abbreviations explained
- You have the right to view the records without obtaining a copy

If you think anything is inaccurate or incorrect , please inform the organisation holding your information