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| **Version:** | **Review date:** | **Edited by:** | **Approved by:** | **Comments:** |
| V1 | 07.06.2019 | J Russell | C Peplow |  |
| V2 | 13.01.2020 | J Russell | C Peplow |  |
| V3 | 12.08.2021 | J Broad | C Peplow |  |
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**Patient Privacy Notice**

**Croft Hall Medical Practice has a legal obligation to explain what information we hold for you and the legal purpose for which we may share it.**

**The data we hold for you can be in a variety of formats including paper, electronic, photographs, video and audio. Your personal information may be shared with certain organisations to meet our legal requirements.**

**Your data will be shared with:**

* Healthcare professionals and staff at this surgery
* NHS Digital
* Care Quality Commission (CQC)
* Public Health England (PHE)
* In a court of law
* Organisations contracted to provide services in order to support healthcare needs.
* Clinical Commissioning Group (CCG)
* Third party processors

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| **Lawful basis for processing:** | These purposes are supported under the following sections of the GDPR:*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* *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...”* Healthcare staff will also respect and comply with their obligations under the common law duty of confidence. |
| **Rights to Object:**  | You have the right to object to information being shared between those who are providing you with direct care but this may affect the care you receive. **NHS Digital*** You are unable to object to the sharing of data to NHS Digital as this is a national body which has legal responsibilities to collect information about Health & Social Care Services. More information about NHS Digital can be found at <https://digital.nhs.uk/home>

**Public Health England*** You are unable to object to the sharing of data to Public Health as legally this informationmust be shared under legislation.

**Care Quality Commission*** You are unable to object to the sharing of data to Care Quality Commission as they are our regulating body making sure we reach certain standards of quality and safety.

**Court Order*** Your information must be shared if has been ordered by a court. You are unable to object to this.

**Safeguarding*** You are unable to object when information is legitimately shared for safeguarding reasons to protect people from harm.
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| **Right to access and correct** | * You have the right to access your medical record and have any errors or mistakes corrected. Please speak to a member of staff with regards to subject access requests.
* 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.
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| **Retention period**  | 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: <https://digital.nhs.uk/article/1202/Records-Management-Code-of-Practice-for-Health-and-Social-Care-2016>  |
| **Right to complain** | You have the right to complain to the Information Commissioner’s Office. If you wish to complain follow this link <https://ico.org.uk/global/contact-us/> or call the helpline **0303 123 1113** |
| **Data Controller contact details** | **Croft Hall Medical Practice, 19 Croft Road, Torquay, Devon, TQ2 5UA** |
| **Data Protection Officer contact details** | **Bex Lovewell****Express Diagnostics & Treatment Services, 6 Research Way, Plymouth, PL6 8BU**bex.lovewell@nhs.net |