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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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**Extended Access Privacy Notice**

**Who will we share your information with?**

As part of our Extended Access Initiative, Croft Hall Medical Practice patients can book evening and weekend appointments, both here and at other local GP Practices.

GPs working for or with any of the practices in the collaboration (Brunel Medical Practice, Catherine House Surgery, Chelston Hall Surgery, Chilcote Surgery, Compass House Medical Centre, Corner Place Surgery, Croft Hall Medical Practice, Dartmouth Medical Practice, Leatside Surgery, Mayfield Medical Centre, Old Farm Surgery, Parkhill Medical Practice, Southover Medical Practice, and St Lukes and Greenswood Medical) will be providing appointments for this service.

To ensure that the Clinician has full access to your medical records, when you book your appointment the health navigator will ask you to consent to sharing your medical records, which will ensure an effective and safe service.

If consent is not provided, it will not be possible to offer an appointment.  Consent will be requested on every occasion that you book an appointment outside of usual hours.

This record sharing occurs electronically through our clinical system and only occurs when you choose to book an appointment at another practice. You will be reminded of this when you book the appointment and your consent to share your medical record is taken.

Your data will be kept secure using the same clinical system used to access your medical record when you visit us for an appointment.

Your medical record will not be shared if you do not consent at the time of booking the appointment.  If you have any concerns or questions please contact our reception team.

***Third party processors***

*In order to deliver the best possible service, the practice will share data (where required) with other NHS bodies such as other GP practices and hospitals. In addition the practice will use carefully selected third party service providers. When we use a third party service provider to process data on our behalf then we will always have an appropriate agreement in place to ensure that they keep the data secure, that they do not use or share information other than in accordance with our instructions and that they are operating appropriately. Examples of functions that may be carried out by third parties includes:*

* *Companies that provide IT services & support, including our core clinical systems; systems which manage patient facing services (such as our website and service accessible through the same); data hosting service providers; systems which facilitate appointment bookings or electronic prescription services; document management services etc.*
* *Delivery services (for example if we were to arrange for delivery of any medicines to you).*
* *Payment providers (if for example you were paying for a prescription or a service such as travel vaccinations).*