



The Falmouth Health Centre Practice



Privacy Information Leaflet

The Falmouth Health Centre Practice

Trevaylor Road

Falmouth TR11 2LH

01326 210090

Email: falmouth.healthcentre@nhs.net

www.faldoc.co.uk

What is a privacy notice?

A privacy notice is a statement that discloses some or all of the ways in which the practice gathers, uses, discloses and manages a patient's data. It fulfils a legal requirement to protect a patient's privacy.

Why do we need one?

To ensure compliance with the General Data Protection Regulation (GDPR), The Falmouth Health Centre Practice must ensure that information is provided to patients about how their personal data is processed in a manner which is:

- Concise, transparent, intelligible and easily accessible;
- Written in clear and plain language, particularly if addressed to a child; and
- Free of charge

What is the GDPR?

The GDPR replaces the Data Protection Directive 95/46/EC and is designed to harmonise data privacy laws across Europe, to protect and empower all EU citizens' data privacy and to reshape the way in which organisations across the region approach data privacy. The GPDR comes into effect on **25 May 2018**.

Falmouth Health Centre Practice GDPR Policy can be viewed on our website www.faldoc.co.uk

How do we communicate our privacy notice?

At The Falmouth Health Centre Practice, the practice privacy notice is displayed on our website, through signage in the waiting room, and in writing during patient registration (by means of this leaflet). We will:

- Inform patients how their data will be used and for what purpose
- Allow patients to opt out of sharing their data, should they so wish

What information do we collect about you?

We will collect information such as personal details, including name, address, next of kin, records of appointments, visits, telephone calls, your health records, treatment and medications, test results, X-rays, etc. and any other relevant information to enable us to deliver effective medical care.

How do we use your information? How to Opt Out

Your data is collected for the purpose of providing direct patient care; however, we can disclose this information if it is required by law, if you give consent or if it is justified in the public interest. The practice may be requested to support research; however, we will always gain your consent before sharing your information with medical research databases such as the Clinical Practice Research Datalink and QResearch or others when the law allows.

You have a right to object to your information being shared. Should you wish to opt out of data collection, please ask for a leaflet from our reception team. We can give you information on who to contact via the National Data Opt-Out Programme.

Maintaining confidentiality

We are committed to maintaining confidentiality and protecting the information we hold about you. We adhere to the General Data Protection Regulation (GDPR), the NHS Codes of Confidentiality and Security, as well as guidance issued by the Information Commissioner's Office (ICO).

Risk stratification

Risk stratification is a mechanism used to identify and subsequently manage those patients deemed as being at high risk of requiring urgent or emergency care. Usually this includes patients with long-term conditions, e.g. cancer. Your information is collected by a number of sources, including The Falmouth Health Centre Practice; this information is processed electronically and given a risk score which is relayed to your GP who can then decide on any necessary actions to ensure that you receive the most appropriate care.

Invoice validation

Your information may be shared if you have received treatment, to determine which Clinical Commissioning Group (CCG) is responsible for paying for your treatment. This information may include your name, address and treatment date. All of this information is held securely and confidentially; it will not be used for any other purpose or shared with any third parties.

Summary Care Records

All patients have a Summary Care Record which enables other NHS professionals to see vital information about your medication, and any allergies or adverse reactions. You can also consent to any ADDITIONAL information being shared, such as major illnesses and operations you have had. The Doctors strongly advise you to consent to this. If you do not wish for this information to be shared please let us know.

Accessing your records

You have a right to access the information we hold about you, and if you would like to access this information, you will need to complete a Subject Access Request (SAR). Please ask at reception for a SAR form and you will be given further information. Furthermore, should you identify any inaccuracies; you have a right to have the inaccurate data corrected.

We would encourage you to sign up to Patient Access. Please ask one of our receptionists for a form. Please note that we will need some form of photo id to register you for Patient Access.

What to do if you have any questions

Should you have any questions about our privacy policy or the information we hold about you, you can:

1. Contact the practice's data controller via email at falmouth.healthcentre@nhs.net.
GP practices are data controllers for the data they hold about their patients¹
2. Write to the data controller at The Falmouth Health Centre Practice, Trevaylor Road, Falmouth, TR11 2LH
3. Ask to speak to the Practice Manager, or Patient Services Manager by telephoning 01326 210090

The Data Protection Officer (DPO) for The Falmouth Health Centre Practice is Trudy Corsellis, NHS Kernow CCG. She can be contacted on 01726 627800.

Complaints

In the unlikely event that you are unhappy with any element of our data-processing methods, you have the right to lodge a complaint with the ICO. For further details, visit ico.org.uk and select 'Raising a concern'.

We regularly review our privacy policy and any updates will be published on our website, in our newsletter and on posters to reflect the changes. This policy is to be reviewed on 8.8.2020