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Oak Vale Medical Centre Protecting your Confidentiality – Privacy Notice

Your information, what you need to know

This privacy notice explains why we collect information about you, how that information may be used and how we keep it safe and confidential.

Why we collect information about you

Health care professionals who provide you with care are required by law to maintain records about your health and any treatment or care you have received within any NHS organisation. These records help to provide you with the best possible healthcare. We collect and hold data for the sole purpose of providing healthcare services to our patients. In carrying out this role we may collect information about you which helps us respond to your queries or secure specialist services. We may keep your information in written form and/or in digital form. The records may include basic details about you, such as your name and address. They may also contain more sensitive information about your health and also information such as outcomes of needs assessments.

Details we collect about you

The health care professionals who provide you with care maintain records about your health and any treatment or care you have received previously (eg. NHS Trust, GP Surgery, Walk-in clinic, etc.). These records help to provide you with the best possible healthcare.

Records which this GP Practice may hold about you may include the following:

- Details about you, such as your address and next of kin
- Any contact the surgery has had with you, such as appointments, clinic visits, emergency appointments, etc.
- Notes and reports about your health
- Details about your treatment and care
- Results of investigations, such as laboratory tests, x-rays, etc.
- Relevant information from other health professionals, relatives or those who care for you

How we keep your information confidential and safe

Everyone working for the NHS is subject to the Common Law Duty of Confidence. Information provided in confidence will only be used for the purposes advised with consent given by the patient, unless there are other circumstances covered by the law. The NHS Digital Code of Practice on Confidential Information applies to all our staff and they are required to protect your information, inform you of how your information will be used, and allow you to decide if and how your information can be shared. All our staff are expected to make sure information is kept confidential and receive annual training on how to do this.

NHS health records may be electronic, on paper or a mixture of both, and we use a combination of working practices and technology to ensure that your information is kept confidential and secure. Your records are backed up securely in line with NHS standard procedures. We ensure that the information we hold is kept in secure locations, is protected by appropriate security and access is restricted to authorised personnel. We also make sure external data processors that support us are legally and contractually bound to operate and prove security arrangements are in place where data that could or does identify a person are processed.

We are committed to protecting your privacy and will only use information collected lawfully in accordance with:

- Data Protection Act 2018
- General Data Protection Regulation 2016
- Human Rights Act
- Common Law Duty of Confidentiality
- NHS Codes of Confidentiality and Information Security
- Health and Social Care Act 2015

We maintain our duty of confidentiality to you at all times. We will only ever use or pass on information about you if others involved in your care have a genuine need for it. We will not disclose your information to any third party without your permission unless there are exceptional circumstances (i.e. life or death situations), or where the law requires information to be passed on.

How we use your information

Improvements in information technology are also making it possible for us to share data with other healthcare organisations for the purpose of providing you, your family and your community with better care. For example it is possible for healthcare professionals in other services to access your record with your permission when the practice is closed. This is explained further in the Local Information Sharing section below.

Under the powers of the Health and Social Care Act 2015, NHS Digital can request personal confidential data from GP Practices without seeking patient consent for a number of specific purposes, which are set out in law. These purposes are explained below.

You may choose to withdraw your consent to personal data being used in this way.

Instructions will be provided to explain what you have to do to 'opt-out'.

You can object to your personal information being shared with other health care providers but if this limits the treatment that you can receive then the doctor will explain this to you at the time.

You can object to your personal information being shared with other healthcare providers but should be aware that this may, in some instances, affect your care as important information about your health might not be available to healthcare staff in other organisations. If this limits the treatment that you can receive then the practice staff will explain this to you at the time you object.

To ensure you receive the best possible care, your records are used to facilitate the care you receive. Information held about you may be used to help protect the health of the public and to help understand the health of the population to plan for health services now and in the future.

Clinical Audit

Information may be used for clinical audit to monitor the quality of the service provided. Some of this information may be held centrally wholly within NHS Digital and not relying on a third party and is used for statistical purposes. NHS Digital has a central location in Plymouth and this is where all the audit data is physically kept. Where we do this we take strict measures to ensure that individual patients cannot be identified e.g. the National Diabetes Audit.

Clinical Research

Occasionally your information may be requested to be used for research purposes. The surgery will always gain your consent before releasing any information for this purpose.

National Registries

National Registries (such as the Learning Disabilities Register) have statutory permission under Section 251 of the NHS Act 2006, to collect and hold service user identifiable information without the need to seek informed consent from each individual service user.

Risk Stratification

Risk Stratification is a process for identifying and managing patients who are most likely to need hospital or other healthcare services. Risk stratification tools used in the NHS help determine a person's risk of suffering a particular condition and enable us to focus on preventing ill health and not just the treatment of sickness. Information about you is collected from a number of sources including NHS Trusts and from this GP Practice. Section 251 of the NHS Act 2006 provides a statutory legal basis to process data for risk stratification purposes. A risk score is then arrived at through an analysis of your de-identified information using software managed by our clinical system Emis, and is only provided back to your GP as data controller in an identifiable form. Risk stratification enables your GP to focus on preventing ill health and not just the treatment of sickness. If necessary your GP may be able to offer you additional services. Further information is available from the following link: <https://www.england.nhs.uk/ourwork/tsd/ig/risk-stratification/>

If you do not wish information about you to be included in the risk stratification programme, please let us know. We can add a code to your records that will stop your information from being used for this purpose.

Individual Funding Request

An 'Individual Funding Request' is a request made on your behalf, with your consent, by a clinician, for funding of specialised healthcare which falls outside the range of services and treatments that Liverpool Clinical commissioning Group (CCG) has agreed to commission for the local population. An Individual Funding Request is taken into consideration when a case can be set out by a patient's clinician that there are exceptional clinical circumstances which make the patient's case different from other patients with the same condition who are at the same stage of their disease, or when the request is for a treatment that is regarded as new or experimental and where there are no other similar patients who would benefit from this treatment. A detailed response, including the criteria considered in arriving at the decision, will be provided to the patient's clinician.

Invoice Validation

Invoice validation is an important process. It involves using your NHS number as a check for the CCG who is responsible for paying for your treatment. Section 251 of the NHS Act 2006 provides a statutory legal basis to process data for invoice validation purposes. We can also use your NHS number to check whether your care has been funded through specialist commissioning, which NHS England will pay for. The process makes sure that the organisations providing your care are paid correctly.

Supporting Medicines Management

CCGs support local GP practices with prescribing queries which generally don't require identifiable information. CCG pharmacists work with your practice to provide advice on medicines and prescribing queries, and review prescribing of medicines to ensure that it is safe and cost-effective. Where specialist support is required e.g. to order a drug that comes in solid form, in gas or liquid, the CCG medicines management team will order this on behalf of the practice to support your care.

Safeguarding

To ensure that adult and children's safeguarding matters are managed appropriately, access to identifiable information will be shared in some limited circumstances where it's legally required for the safety of the individuals concerned.

Summary Care Record (SCR)

NHS England uses a national electronic record called the Summary Care Record (SCR) to support patient care. It contains key information from your GP record. Your SCR provides authorised healthcare staff with faster, secure access to essential information about you in an emergency or when you need unplanned care, where such information would otherwise be unavailable.

Summary Care Records are there to improve the safety and quality of your care. SCR core information comprises your allergies, adverse reactions and medications. An SCR with additional information can also include reason for medication, vaccinations, significant diagnoses / problems, significant procedures, anticipatory care information and end of life care information. Additional information can only be added to your SCR with your agreement.

Please be aware that if you choose to opt-out of SCR, NHS healthcare staff caring for you outside of this surgery may not be aware of your current medications, allergies you suffer from and any bad reactions to medicines you have had, in order to treat you safely in an emergency.

Your records will stay as they are now with information being shared by letter, email, fax or phone. If you wish to opt-out of having an SCR please return a completed opt-out form to the practice.

What is EMIS Web Data Sharing?

This practice operates a clinical computer system, EMIS Web, on which NHS staff record information securely.

To provide around the clock safe care; unless you have asked us not to, we will make information available to trusted organisations who also use EMIS Web locally. Wherever possible, staff will ask your consent before information is viewed. The practice can also access the EMIS Shared Record to view other organisations' details. Wherever possible we

will ask for your consent before viewing the shared record, but as your GP, when you joined the practice there is implied consent for us to view information relevant to provide you with direct care. If you wish to opt-out of EMIS record sharing please return a completed form to the practice. You can find this form on our website or at reception.

Please be aware that due to technical limitations, this will opt you out of sharing your clinical record with ALL other clinical providers and this may affect the quality of care you receive if we cannot communicate effectively.

Local Information Sharing

Your GP electronic patient record is held securely and confidentially on an electronic system managed by your registered GP practice. If you require attention from a health professional such as an Emergency Department, Minor Injury Unit or Out Of Hours service, the professionals treating you are better able to give you safe and effective care if relevant information from your GP record is available to them.

Where available, this information can be shared electronically with other local health and care providers via a secure system designed for this purpose. Depending on the service you are using and your health and care needs, this may involve the professional accessing a secure system that enables them to view relevant parts of your GP electronic patient record (e.g. your Summary Care Record).

In all cases, your information is only accessed and used by authorised health and social care professionals who are involved in providing or supporting your direct care. Your permission will be asked before the information is accessed, other than in exceptional circumstances (e.g. emergencies) if the healthcare professional is unable to ask you and this is deemed to be in your best interests (which will then be logged).

How the NHS and care services use your information

Oak Vale Medical Centre is one of many organisations working in the health and care system to improve care for patients and the public) .

Whenever you use a health or care service, such as attending Accident & Emergency or using Community Care services, important information about you is collected in a patient record for that service. Collecting this information helps to ensure you get the best possible care and treatment.

The information collected about you when you use these services can also be used and provided to other organisations for purposes beyond your individual care, for instance to help with:

- improving the quality and standards of care provided
- research into the development of new treatments
- preventing illness and diseases
- monitoring safety
- planning services

This may only take place when there is a clear legal basis to use this information. All these uses help to provide better health and care for you, your family and future generations. Confidential patient information about your health and care is only used like this where allowed by law.

Most of the time, anonymised data is used for research and planning so that you cannot be identified in which case your confidential patient information isn't needed.

You have a choice about whether you want your confidential patient information to be used in this way. If you are happy with this use of information you do not need to do anything. If you do choose to opt out your confidential patient information will still be used to support your individual care.

Your right to withdraw consent for us to share your personal information (Opt-Out)

If you are happy for your data to be extracted and used for the purposes described in this privacy notice then you do not need to do anything. If you do not want your information to be used for any purpose beyond providing your care you can choose to opt-out. If you wish to do so, please let us know so we can code your record appropriately. We will respect your decision if you do not wish your information to be used for any purpose other than your care but in some circumstances we may still be legally required to disclose your data.

There are two main types of opt-out.

Type 1 Opt-Out

If you do not want information that identifies you to be shared outside the practice, for purposes beyond your direct care, you can register a 'Type 1 Opt-Out'. This prevents your confidential personal information from being used other than in particular circumstances required by law, such as a public health emergency like an outbreak of a pandemic disease. If you would like to Opt- Out please ask at reception for a Patient Data Sharing Options Form.

Type 2 Opt-out: information held by NHS Digital

A Type 2 opt-out is an objection that prevents an individual's personal confidential information from being shared outside of NHS Digital that is used for research and planning.

Previously you could tell your GP surgery if you did not want NHS Digital to share confidential patient information that is collected from across the health and care service for purposes other than your individual care. This was called a type 2 opt-out.

From 25 May 2018 the type 2 opt-out has been replaced by the national data opt-out. Type 2 opt-outs that have been recorded previously have been automatically converted to national data opt-outs.

To find out more or to make your choice visit: nhs.uk/your-nhs-data-matters or call **0300 303 5678**

On this web page you will:

- See what is meant by confidential patient information
- Find examples of when confidential patient information is used for individual care and examples of when it is used for purposes beyond individual care
- Find out more about the benefits of sharing data
- Understand more about who uses the data
- Find out how your data is protected
- Be able to access the system to view, set or change your opt-out setting
- Find the contact telephone number if you want to know any more or to set/change your opt-out by phone
- See the situations where the opt-out will not apply

You can also find out more about how patient information is used at:
<https://www.hra.nhs.uk/information-about-patients/> (which covers health and care research);
and
<https://understandingpatientdata.org.uk/what-you-need-know> (which covers how and why patient information is used, the safeguards and how decisions are made)

You can change your mind about your choice at any time.

Data being used or shared for purposes beyond individual care does not include your data being shared with insurance companies or used for marketing purposes and data would only be used in this way with your specific agreement.

Health and care organisations have until 2020 to put systems and processes in place so they can be compliant with the national data opt-out and apply your choice to any confidential patient information they use or share for purposes beyond your individual care. Our organisation will be compliant with the national data opt-out policy when Emis Web have provided the technical functionality to apply national data opt-out by 30th September 2020.

Data Retention

We will approach the management of patient records in line with the Records Management NHS Code of Practice for Health and Social Care which sets the required standards of practice in the management of records for those who work within or under contract to NHS organisations in England, based on current legal requirements and professional best practice. If you have made/make a complaint to the practice we are required to retain this information for 10 years.

Who are our partner organisations?

We may also have to share your information, subject to strict agreements on how it will be used, with the following organisations:

- NHS Trusts / Specialist Trusts
- Primary Care Network
- Marie Curie Hospice
- Mersey Care NHS Foundation Trust Palliative Care Team
- Independent Contractors such as dentists, opticians, pharmacists
- Private Sector Providers
- Voluntary Sector Providers
- Ambulance Trusts
- Clinical Commissioning Groups
- Social Care Services
- Local Authorities
- Education Services
- Fire and Rescue Services
- Police
- Other 'Data Processors'

We will never share your information outside of health partner organisations without your explicit consent unless there are exceptional circumstances such as when the health or safety of others is at risk, where the law requires it or to carry out a statutory function. Within

the health partner organisations (NHS and Specialist Trusts) and in relation to the above mentioned themes – Risk Stratification, Invoice Validation, Supporting Medicines Management, Summary Care Record – we will assume you are happy for your information to be shared unless you choose to opt-out (see below).

In order to opt-out you will need to express an explicit wish not to have your information shared with the other NHS organisations; otherwise they will be automatically shared. We are required by law to report certain information to the appropriate authorities. This is only provided after formal permission has been given by a qualified health professional. There are occasions when we must pass on information, such as notification of new births, where we encounter infectious diseases which may endanger the safety of others, such as meningitis or measles (but not HIV/AIDS), and where a formal court order has been issued. Our guiding principle is that we are holding your records in strictest confidence.

Primary Care Network

We work as part of a group of practices, called iGPC. These practices are:

Belle Vale Medical Practice
Knotty Ash Medical Centre
Oak Vale Medical Centre
Rock Court Surgery
Stoneycroft Medical Centre
West Derby Medical Centre

We also work with Merseycare to provide some clinical services to our patients.

Clinicians and administrators from these organisations may see your medical records to help us provide a primary care service to you.

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).

EMIS Web

The Practice uses a clinical system provided by a Data Processor called EMIS, with effect from 10th June 2019, EMIS will start storing our practice's EMIS Web data in a highly secure, third party cloud hosted environment, namely Amazon Web Services ("AWS"). See <https://www.emisnug.org.uk/blog/next-generation-emis-x-announced>). The data will remain in the UK at all times and will be fully encrypted both in transit and at rest. In doing

this, there will be no change to the control of access to your data and the hosted service provider will not have any access to the decryption keys. AWS is one of the world's largest cloud companies, already supporting numerous public sector clients (including the NHS), and it offers the very highest levels of security and support.

Access to your information (Subject Access Request)

Under the new General Data Protection Regulation (GDPR) 2018 everybody has the right to see, or have a copy of data we hold that can identify you, with some exceptions. You do not need to give a reason to see your data.

If you want to access your data you can make the request in writing, verbally or via email. Under special circumstances, some information may be withheld. If you only require a particular part of your record then please tell us. We will respond to your request within 28 days from the date of receipt. An extension of 2 months may be necessary if the request is complex. We will inform you within the 28 days with an explanation of why a further two months extension is required. A fee cannot be charged unless the request is "manifestly unfounded or excessive", in which case a fee may be charged or the request refused.

We are required to validate your identity before giving you the requested information.

Electronic reporting software used in conjunction with Subject Access Requests and Medical Insurance Reports

In accordance with the General Data Protection Regulation and the Data Protection Act 2018 we are required to advise you that Oak Vale Medical Centre uses an integrated software system called iGPR, which extracts data from your patient record (held within the Emis Web secure electronic clinical system) when we receive a:

- Subject Access Request
- Medical insurance report request (made under the Access to Medical Records Act 1998)

Either type of report may include details of consultations, test results, procedures, letters from consultants etc. Oak Vale Medical Centre shares your medical records this way when the request is made by yourself, a Third Party acting on your behalf (like a Solicitor or the Police) or Insurance Company.

The iGPR software is provided by Niche Health (NicheSys Ltd). Their website can be found at: <https://www.igpr.co.uk/>

The software is important because:

- It allows for patient's data to be extracted securely with electronic security measures.
- It allows the patient's data to be sent securely to the requestor of the data

(either directly from the software itself or as a file secured by encrypted nhs email service).

Change of Details

It is important that you tell the person treating you if any of your details such as your name, address, telephone or mobile number have changed or if any of your details are incorrect in order for this to be amended. Please inform us of any changes so our records for you are accurate and up to date.

Mobile Numbers & Email Addresses

If you provide us with your mobile phone number, we may use this to send you reminders about your appointments or other health screening information. Please let us know if you do not wish to receive reminders on your mobile.

If you provide us with your email address and are happy for the practice to contact you to provide updates on new developments at the practice, please be aware that emails are generated using a secure facility, but because they are transmitted over a public network they may not be secure. Please let us know if you do not wish to receive email correspondence.

CCTV

CCTV is in place in internal and external areas and parts of the car park at Childwall Neighbourhood Health Centre The Fiveways Centre and is controlled by Community Health partnerships (CHP)

It has been installed solely to protect the building from intrusion, vandalism, damage or disruption and to increase the personal safety of patients, staff, visitors and other building users to prevent and deter crime.

Images are recorded 24 hours a day and stored on the hard drives of the recording devices that are situated in a secure area and only authorised Tenant Liaison Managers (TLMs) and security operators will have access to the system.

All CCTV recordings are stored on a recording device for up to 28 days before the system automatically deletes it.

CHP will only ever share information with the relevant authorities in connection with the safety and security of patients, staff, visitors and other building users and will not share with any other third parties.

Video Recordings

We have been a training practice for many years, helping qualified doctors, known as registrars, complete the final stages of their GP Training. The doctors tend to be in the surgery for between 6 and 12 months, becoming an integral part of the practice team and an invaluable resource for patients.

As a training practice, video recordings are sometimes made during consultations. These are made for teaching purposes only. Video recordings are only done with your consent and you do have the right to refuse. However, we would stress that all aspects of general practice, including training, are governed by rules of strict confidentiality.

Data will only be shared with GP Trainers at the practice or at the time of a GP Trainer's re-approval every 3 years, a video maybe required by Health Education England North West Deanery and consent would be obtained from the patient and trainee at that time. This is solely for the purpose of professional development. Data will only be shared through a secure online platform which ensures Oak Vale Medical Centre remains the Data Controller at all times. This data will not be able to be shared by those who have access to it and will only be shared for the duration required for that professional development.

NHS Digitisation Programme

As part of the NHS Digitisation Programme, Informatics Merseyside has arranged for all Oak Vale Medical Centre paper medical records to be digitised (electronic) and this will form part of your patient medical records. The aim of this is to transfer medical information from paper into your medical records in the practice.

Paper records are transferred to an approved Scanning Centre by GPS tracked vehicles, stored in a secured location, complete with CCTV until they are scanned. Once scanned, the records are data quality checked for accuracy and then attached to your medical record in the practice.

At the end of the process, paper records are destroyed in line with NHS digital destruction and disposal of sensitive data: good practice guidelines

All the processes listed above conform to:

ISO9001 Quality Management System

ISO27001 Information Security Management System

ISO14001 Environmental Management Systems

BS EN15713 Secure Destruction of Confidential Material

BS7858 Security Screening of Individuals Employed in a Security Environment

Reducing Antibiotic prescribing Project

Oak Vale Medical Centre is working with NHS England and Cohen's Chemist to see if by working together they can reduce antibiotic prescribing for patients who believe they have a chest infection. With your consent, a pharmacist at Cohen's will take a simple finger prick blood test and the result will be sent back to the practice. The pharmacist will if required, provide self-care advice and support to all patients on the management of symptoms.

iPlato (myGP)

iPlato- This is patient care messaging service for appointment reminders and health promotions. It is very important that you update your telephone contact as soon as it is changed, so that the message will reach to you. You can opt-out of this service at any time by contacting the practice.

Further information can be obtained by following this link: <https://www.iplato.com/>

E-Consult

E-Consult - Consulting your doctor online • We use e-Consult an online tool where you can get advice and treatment or get self-help. • e-Consult are a third party organisation and by using this tool you are submitting your information to them. This information is then submitted to our practice for review by our GPs. • The e-Consult privacy notice can be found here: <https://econsult.net/privacy-policy/>

GP Connect Service

The GP Connect service allows authorised clinical staff at NHS111 to seamlessly access our practice's clinical system and book directly on behalf of a patient. This means that should you call NHS111 and the **Clinician** believes you need an appointment with your GP Practice, the **Clinician** will access available appointment slots only (through GP connect) and book you in. This will save you time as you will not need to contact the practice direct for an appointment.

The practice will not be sharing any of your data and the practice will only allow NHS111 to see available appointment slots. They will not even have access to your record. However, NHS111 will share any relevant data with us, but you will be made aware of this. this will help your GP in knowing what treatment / service / help you may require.

Please note if you no longer require the appointment or need to change the date and time for any reason you will need to speak to one of our reception staff and not NHS111.

AccuRx Chain

AccuRx is an NHS Digital approved video consultation system and secure messaging service. Your name and mobile telephone number are shared for purposes of arranging video consultations, sending appointment reminder messages, health questionnaires, receiving photos taken by patients, sending Med3 Fit to work assessment documents, links to specific healthcare advice and recall requests only with your consent. You can opt-out of this service at any time by contacting the practice. AccuRx Privacy Policy and Security Policy can be found here: <https://www accurx.com/privacy-policy>
<https://www accurx.com/security>

General Practice Transparency Notice for GPES Data for Pandemic Planning and Research (COVID-19)

This practice is supporting vital coronavirus (COVID-19) planning and research by sharing your data with NHS Digital.

The health and social care system is facing significant pressures due to the coronavirus (COVID-19) outbreak. Health and care information is essential to deliver care to individuals, to support health, social care and other public services and to protect public health. Information will also be vital in researching, monitoring, tracking and managing the coronavirus outbreak. In the current emergency it has become even more important to share health and care information across relevant organisations. This practice is supporting vital coronavirus planning and research by sharing your data with NHS Digital, the national safe haven for health and social care data in England.

Our legal basis for sharing data with NHS Digital

NHS Digital has been legally directed to collect and analyse patient data from all GP practices in England to support the coronavirus response for the duration of the outbreak. NHS Digital will become the controller under the General Data Protection Regulation 2016 (GDPR) of the personal data collected and analysed jointly with the Secretary of State for Health and Social Care, who has directed NHS Digital to collect and analyse this data under the [COVID-19 Public Health Directions 2020](#) (COVID-19 Direction).

All GP practices in England are legally required to share data with NHS Digital for this purpose under the Health and Social Care Act 2012 (2012 Act). More information about this requirement is contained in the [data provision notice issued by NHS Digital to GP practices](#). Under GDPR our legal basis for sharing this personal data with NHS Digital is Article 6(1)(c) - legal obligation. Our legal basis for sharing personal data relating to health, is Article 9(2)(g) – substantial public interest, for the purposes of NHS Digital exercising its statutory functions under the COVID-19 Direction.

The type of personal data we are sharing with NHS Digital

The data being shared with NHS Digital will include information about patients who are currently registered with a GP practice or who have a date of death on or after 1 November 2019 whose record contains coded information relevant to coronavirus planning and research. The data contains NHS Number, postcode, address, surname, forename, sex, ethnicity, date of birth and date of death for those patients. It will also include coded health data which is held in your GP record such as details of:

- diagnoses and findings
- medications and other prescribed items
- investigations, tests and results
- treatments and outcomes
- vaccinations and immunisations

How NHS Digital will use and share your data

NHS Digital will analyse the data they collect and securely and lawfully share data with other appropriate organisations, including health and care organisations, bodies engaged in disease surveillance and research organisations for coronavirus response purposes only. These purposes include protecting public health, planning and providing health, social care and public services, identifying coronavirus trends and risks to public health, monitoring and managing the outbreak and carrying out of vital coronavirus research and clinical trials. The British Medical Association, the Royal College of General Practitioners and the National Data Guardian are all supportive of this initiative.

NHS Digital has various legal powers to share data for purposes relating to the coronavirus response. It is also required to share data in certain circumstances set out in the COVID-19 Direction and to share [confidential patient information to support the response under a legal notice](#) issued to it by the Secretary of State under the Health Service (Control of Patient Information) Regulations 2002 (COPPI Regulations).

[Legal notices](#) under the COPPI Regulations have also been issued to other health and social care organisations requiring those organisations to process and share confidential patient information to respond to the coronavirus outbreak. Any information used or shared during the outbreak under these legal notices or the COPPI Regulations will be limited to the period of the outbreak unless there is another legal basis for organisations to continue to use the information.

Data which is shared by NHS Digital will be subject to robust rules relating to privacy, security and confidentiality and only the minimum amount of data necessary to achieve the coronavirus purpose will be shared. Organisations using your data will also need to have a clear legal basis to do so and will enter into a data sharing agreement with NHS Digital. Information about the data that NHS Digital shares, including who with and for what purpose will be published in the NHS Digital [data release register](#). For more information about how NHS Digital will use your data please see the [NHS Digital Transparency Notice for GP Data for Pandemic Planning and Research \(COVID-19\)](#).

National Data Opt-Out

The application of the [National Data Opt-Out](#) to information shared by NHS Digital will be considered on a case by case basis and may or may not apply depending on the specific purposes for which the data is to be used. This is because during this period of emergency, the National Data Opt-Out will not generally apply where data is used to support the coronavirus outbreak, due to the public interest and legal requirements to share information.

Your rights over your personal data

To read more about the health and care information NHS Digital collects, its legal basis for collecting this information and what choices and rights you have in relation to the processing by NHS Digital of your personal data, see:

- the [NHS Digital GPES Data for Pandemic Planning and Research \(COVID-19\) Transparency Notice](#)
- the [NHS Digital Coronavirus \(COVID-19\) Response Transparency Notice](#)
- the [NHS Digital General Transparency Notice](#)
- [how NHS Digital looks after your health and care information](#)

Notification

Oak Vale Medical Centre is registered with the Information Commissioners Office (ICO) to describe the purposes for which they process personal and sensitive information. We are a registered Data Controller and our registration number is ZA303854 and our registration can

be viewed online in the public register at:

[http://ico.org.uk/what we cover/register of data controllers](http://ico.org.uk/what_we_cover/register_of_data_controllers)

Data Controllers

Dr Khuraijam and Partners Oak Vale Medical Centre

Data Protection Officer

Head of Information Governance and Data Protection Officer
NHS Informatics Merseyside
Information Governance Team
Hollins Park
Winwick
Warrington
Cheshire
WA2 8WA
DPO.IM@imerseyside.nhs.uk

Complaints

In the event that you feel the surgery has not complied with current data protection legislation, either in responding to your request or in our general processing of your personal information, you should raise your concerns in the first instance with our Practice Manager.

If you remain dissatisfied with our response you can contact The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF - Phone: **0303 123 1113** Website: www.ico.gov.uk .

Further Information

Further information about the way in which the NHS uses personal information and your rights in that respect can be found here: <https://www.england.nhs.uk/contact-us/privacy/privacy-notice/your-information/>

The NHS Care Record Guarantee

The NHS Care Record Guarantee for England sets out the rules that govern how patient information is used in the NHS, what control the patient can have over this, the rights individuals have to request copies of their data and how data is protected under the Data Protection Act 2018. <http://systems.digital.nhs.uk/infogov/links/nhscrg.pdf>

The NHS Constitution

The NHS Constitution establishes the principles and values of the NHS in England. It sets out the rights patients, the public and staff are entitled to. These rights cover how patients access health services, the quality of care you'll receive, the treatments and programmes available to you, confidentiality, information and your right to complain if things go wrong. <https://www.gov.uk/government/publications/the-nhs-constitution-for-england>

NHS Digital

NHS Digital collects health information from the records health and social care providers keep about the care and treatment they give, to promote health or support improvements in the delivery of care services in England. <https://digital.nhs.uk/about-nhs-digital/our-work/keeping-patient-data-safe/how-we-look-after-your-health-and-care-information/understanding-the-health-and-care-information-we-collect>

Reviews of and Changes to our Privacy Notice

We will keep our Privacy Notice under regular review.