**Data Privacy Notice: How we use and share your data**

**HOW IS MY INFORMATION USED?**

**For provision of direct care:**

In the practice, individual staff will only look at what they need in order to carry out such tasks as booking appointments, making referrals, giving health advice or provide you with care.

Sometimes your information may be used to run automated calculations. These can be as simple as calculating your Body Mass Index but they can be more complex and used to calculate some risks to your health that we should consider with you. The ones we use in practice include Qrisk (cardiovascular risk assessment – usually following an NHS Healthcheck), and eFI (electronic frailty index). Whenever we use these profiling tools, we assess the outcome on a case-by-case basis. No decisions about individual care are made solely on the outcomes of these tools but they are used to help us assess and discuss your possible future health and care needs with you.

**HOW IS MY INFORMATION SHARED?**

We share information about you with other health professionals where they have a genuine need for it to support your care, examplesas follows.

|  |  |
| --- | --- |
| Recipient of data | Reason |
| Local hospitals | Secondary or emergency care |
| Other national providers of health care who you choose to be referred to, in consultation with your healthcare professional | Secondary or specialist care |
| Sandwell, Walsall & West Birmingham | Cancer Screening Services |
| Sandwell West Birmingham Community Services | District Nursing services |
| Out of Hours Services | Out of Hours primary care provider |
| Sandwell Council | Social Care services |

**For commissioning and healthcare planning purposes:**

In some cases, for example when looking at population healthcare needs, some of your data may be shared (in such a way that you cannot be identified from it). to inform policy or make decisions about general provision of healthcare, either locally or nationally.

In order to comply with its legal obligations we may send unidentifiable data to NHS Digital whendirected by the Secretary of State for Health under the Health and Social Care Act 2012.

This practice contributes to national clinical audits and will send the data which are required by NHS Digital when the law allows. This may include demographic data, such as date of birth, and information about your health which is recorded in coded form, for example, the clinical code for diabetes or high blood pressure.

**For research purposes:**

Research data is usually shared in a way that individual patients are non-identifiable.

Occasionally, where research requires identifiable information, you may be asked for your explicit consent to participate in specific research projects. The surgery will **always** gain your consent before releasing any information for this purpose.

Where specific information is asked for, such as under the National Diabetes Audit, you have the choice to opt out of the audit.

 **For safeguarding purposes, life or death situations or other circumstances when we are required to share information:**

We may also disclose your information to others in exceptional circumstances (i.e. life or death situations) or in accordance with Dame Fiona Caldicott’s information sharing review (Information to share or not to share).

For example, your information may be shared in the following circumstances:

* When we have a duty to others e.g. in child protection cases
* Where we are required by law to share certain information such as the birth of a new baby, infectious diseases that may put you or others at risk or where a Court has decided we must.

**When you request to see your information or ask us to share it with someone else:**
If you ask us to share your data, often with an insurance company, solicitor, employer or similar third party, we will only do so with your explicit consent. Usually the requesting organisation will ask you to confirm your consent, often in writing or electronically. We check that consent before releasing any data and you can choose to see the information before we send it.

**CONCERNS & COMPLAINTS**
If you are happy for your data to be extracted and used for the purposes described in this notice then you do not need to do anything.

Should you have any concerns about how your information is managed at the practice, please contact by email: hilltop.medicalcentre@nhs.net  If you are still unhappy following a review by the GP practice, you can then complain to the Information Commissioners Office (ICO) via their website [**www.ico.org.uk**](http://www.ico.org.uk/), casework@ico.org.uk, telephone: 0303 123 1113 (local rate)

**Nationally for direct care: Summary Care Record – sharing your information for your care across the NHS.**

Your core Summary Care Record is created when you register at a GP practice (although you should be given the option to opt in/out during your registration). If you do not express a preference, it is currently assumed that your consent is implied.The **Summary Care Record** shares only your contact details, medications and allergies with other healthcare professionals involved in your care.You can also choose to share a **Summary Care Record with Additional Information.** This shares contact details, medications, allergies, diagnosis list, care plans, end of life care and immunisations with other healthcare professionals. Sensitive data is excluded. A Summary Care Record with Additional Information will only be created for you if you explicitly choose this option. Only the most up to date information is shared for each category (Vision). Choosing to share a summary care record with additional information is thought to be of great benefit if you are admitted to hospital locally or elsewhere in the UK.

You can opt out of sharing any of your information in a Summary Care Record. If you decide not to share this will not affect your entitlement to care. However, it could result in the delivery of your care being less efficient as other health professionals will not have access to these parts of your medical history.

Further details are available in this [leaflet.](http://www.allertonmedicalcentre.co.uk/files/2017/06/scr_patient_leaflet_additional_information-2.pdf)

This is also available in an [Easy Read version.](http://www.allertonmedicalcentre.co.uk/files/2017/06/scr_easy_read_patient_leaflet_additional_information.pdf)

**You can change your mind about your Summary Care Record at any time.**

To register or change your Summary Care Record preferences, please contact reception on 0121 422 2146 or by email: hilltop.medicalcentre@nhs.net