

Privacy Notice (Fair Processing Notice)

Introduction

The people caring for you need access to your health and care record in order to make the best decisions about your diagnosis and treatment. This could include GPs, hospital-based clinicians, nurses, health visitors and social workers.

Patient information and care records are usually made available through traditional methods such as secure post, fax or email, which can be slow and, at times, unreliable, and possibly prolonging diagnosis and treatment.

My Care Record provides health and care professionals with electronic access to records of participating partner organisations using new and existing secure computer systems.

Details of the organisations involved are listed on www.mycarerecord.org.uk.

You can tell your GP if you don't want them to make your information available to any partner organisations and they will update your record accordingly. You can change your mind about opting in or out at any time.

Categories of Personal Data Processed	Lawful Basis for Processing
<p>Processing of Personal and Special Category information to be acquired from the provider systems and accessed across participating health and care organisations in support of direct care by participating partner organisations.</p>	<p>Health and care partner organisations adopt the following as the lawful basis for processing:</p> <ul style="list-style-type: none"> • GDPR Article 6(1) d - Vital interests • GDPR Article 6(1) e - Exercise of official authority • Special Categories – Sensitive Information • GDPR Article 9(2) h - Health or social care provision. • GDPR Article 9(2) b may apply • Processing Personal Information • For the purposes of safeguarding children and vulnerable adults • Common Law Duty of Confidentiality

What information will be accessed under *My Care Record*?

Your records will include information as detailed below, but is not exclusive to:

- Patient details & summary: Name, address, NHS number and phone number
- Medical Conditions
- Treatment provided and contact the patient has had with the organisation; encounters, admissions, referrals and procedures

- Care Plans
- Emergency department treatment
- Discharge Summaries
- Medication (current, past and issues)
- Medical Reports – e.g. Endoscopy.
- Results of investigations, such as x-rays, scans, and laboratory tests.

Each partner organisation participating is responsible for the information they share/access within the shared environment, including personal and special category data incorporated from patient records held by partner organisations.

All partners are subject to a number of legal obligations to ensure that the processing of personal information remains lawful. This includes, legislation, standard, statutory and non-statutory guidance. For a full list please visit our website www.mycarerecord.org.uk

Record Retention

Personal data is stored securely for the duration specified by the NHS Digital / Information Governance Alliance (IGA) Retention schedule. Once information that is held has been identified for destruction it will be disposed of in the most appropriate way for the type of information it is.

Complaints

The GP practice has a complaints procedure. If you wish to make a complaint, please contact the practice. Patients also have the right to make a complaint to the Information Commissioner's Office regarding breaches of confidentiality.

For independent advice about data protection, privacy, data sharing issues and your rights you can contact:

Information Commissioner's Office; Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF, Telephone: 0303 123 1113 (local rate) or 01625 545 745

Email: casework@ico.org.uk

Visit the ICO website. <https://ico.org.uk/>

Access to your information

My Care Record is simply a reflection of your individual records held by the partner organisations as listed on *My Care Record* website (www.mycarerecord.org.uk), should you require access to your records held by these organisations, please contact them directly. Please contact your own General Practice directly for a copy of your GP record.

Who is involved?

Find further information and the full list of partner organisations involved in *My Care Record* with their contact details on our website www.mycarerecord.org.uk