

Llanishen Court Surgery

How we use your Information to provide you with Healthcare

This practice keeps medical records confidential and complies with the General Data Protection Regulation.

We hold your medical record so that we can provide you with safe care and treatment.

We will also use your information so that we can check and review the quality of the care we provide. This helps us to improve our services to you.

- We will share relevant information from your medical record with other health or social care staff or organisations when they provide you with care. For example, your GP will share information when they refer you to a specialist in a hospital. Or your GP will send details about your prescription to your chosen pharmacy.

- More information on how we share your information with organisations who are directly involved in your care can be found here:

<http://www.cardiffandvaleuhb.wales.nhs.uk/your-health-records>

or

Dr Graham Shortland

Medical Director and Caldicott Guardian

Cardiff and Vale University Health Board Headquarters

University Hospital of Wales

Heath Park

Cardiff

CF14 4XW

Tel: 029 2074 2130

Email: Graham Shortland

and

<http://www.wales.nhs.uk/nwis/page/52661>

- Healthcare staff working in A&E and out of hours care will also have access to your information. For example, it is important that staff who are treating you in an emergency know if you have any allergic reactions. This will involve the use of your 'Welsh GP Record' For more information see: <http://www.gprecord.wales.nhs.uk> or speak to reception.
- You have the right to object to information being shared for your own care. Please speak to the practice if you wish to object. You also have the right to have any mistakes or errors corrected.

Other important information about how your information is used to provide you with healthcare

Registering for NHS care

- All patients who receive NHS care are registered on a national database.
- This database holds your name, address, date of birth and NHS Number but it does not hold information about the care you receive.
- The database is held by 'NHS Wales Informatics Service', a national organisation which has legal responsibilities to collect NHS data.

More information can be found at: <http://www.cardiffandvaleuhb.wales.nhs.uk/your-health-records>

or the Cardiff and Vale University Health Board Information Governance Team, 1st Floor Monmouth House, University Hospital of Wales, Heath Park, Cardiff CF14 4XW

Tel: 029 2074 6677

Identifying patients who might be at risk of certain diseases

- Your medical records may be searched by a computer programme so that we can identify patients who might be at high risk from certain diseases such as heart disease or unplanned admissions to hospital.
- This means we can offer patients additional care or support as early as possible.
- This process will involve linking information from your GP record with information from other health or social care services you have used.
- Information which identifies you will only be seen by this practice.

Safeguarding

- Sometimes we need to share information so that other people, including healthcare staff, children or others with safeguarding needs, are protected from risk of harm. For more information see NHS Wales National Safeguarding at <http://www.wales.nhs.uk/sitesplus/888/page/91322>
- These circumstances are rare.

- We do not need your consent or agreement to do this.
- Please see our local policies for more information: Cardiff and Vale Regional Safeguarding Children Board at <https://www.cardiffandvalersb.co.uk/children/professionals-and-employers/policies/> and for vulnerable adults <http://www.cardiffandvaleuhb.wales.nhs.uk/document/174453>

National screening programmes

- The NHS provides national screening programmes so that certain diseases can be detected at an early stage.
- These screening programmes include bowel cancer, breast cancer, cervical cancer, aortic aneurysms and a diabetic eye screening service.
- The law allows us to share your contact information with Public Health Wales so that you can be invited to the relevant screening programme.

More information can be found at the Screening for Life, Wales Website:
<http://www.screeningforlife.wales.nhs.uk/home>

We are required by law to provide you with the following information about how we handle your information.

Data Controller contact details	Llanishen Court Surgery, Llanishen Court, Llanishen Cardiff CF14 5YU Tel: 029 20757025
Data Protection Officer contact details	
Purpose of the processing	<ul style="list-style-type: none"> • To give direct health or social care to individual patients. • For example, when a patient agrees to a referral for direct care, such as to a hospital, relevant information about the patient will be shared with the other healthcare staff to enable them to give appropriate advice, investigations, treatments and/or care. • To check and review the quality of care. (This is called audit and clinical governance). • The NHS provides several national health screening programmes to detect diseases or conditions early such as cervical and breast cancer, aortic aneurysm and diabetes.

	<ul style="list-style-type: none"> The information is shared so that the correct people are invited for screening. This means those who are most at risk can be offered treatment.
<p>Lawful basis for processing</p>	<p>These purposes are supported under the following sections of the GDPR:</p> <p><i>Article 6(1)(e) ‘...necessary for the performance of a task carried out in the public interest or in the exercise of official authority...’; and</i></p> <p><i>Article 9(2)(h) ‘necessary for the purposes of preventative or occupational medicine for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services...’</i></p> <p>The following sections of the GDPR allow us to contact patients for screening.</p> <p><i>Article 6(1)(e) – ‘processing is necessary...in the exercise of official authority vested in the controller...’</i></p> <p><i>Article 9(2)(h) – ‘processing is necessary for the purpose of preventative...medicine...the provision of health or social care or treatment or the management of health or social care systems and services...’</i></p> <p>Healthcare staff will also respect and comply with their obligations under the common law duty of confidence.</p>
<p>Recipient or categories of recipients of the processed data</p>	<p>The data will be shared with:</p> <ul style="list-style-type: none"> healthcare professionals and staff in this surgery; local hospitals; out of hours services; diagnostic and treatment centres; Public Health Wales or other organisations involved in the provision of direct care to individual patients.
<p>Rights to object</p>	<ul style="list-style-type: none"> You have the right to object to information being shared between those who are providing you with direct care. This may affect the care you receive – please speak to the practice. You are not able to object to your name, address and other demographic information being sent to NHS Wales Informatics Service. This is necessary if you wish to be registered to receive NHS care.

	<ul style="list-style-type: none"> You are not able to object when information is legitimately shared for safeguarding reasons. In appropriate circumstances it is a legal and professional requirement to share information for safeguarding reasons. This is to protect people from harm. The information will be shared with the local safeguarding service, the Cardiff and Vale Regional Safeguarding Board https://www.cardiffandvalersb.co.uk For national screening programmes: you can opt out by contacting the relevant programme eg Breast Test Wales. For more information see the Screening for Life Wales website: http://www.screeningforlife.wales.nhs.uk/home
Right to access and correct	<ul style="list-style-type: none"> You have the right to access your medical record and have any errors or mistakes corrected. Please speak to a member of staff or look at our "Access to Records" policy on the practice website – http://www.llanishencourtsurgery.org.uk/info.aspx?p=20 We are not aware of any circumstances in which you will have the right to delete correct information from your medical record; although you are free to obtain your own legal advice if you believe there is no lawful purpose for which we hold the information and contact us if you hold a different view.
Retention period	<p>GP medical records will be kept in line with the law and national guidance. Information on how long records are kept can be found at: NHS Wales Informatics Service, Records Management https://www.wales.nhs.uk/sites3/page.cfm?orgid=950&pid=51799 or a simpler version from the British Medical Organisation https://www.bma.org.uk/advice/employment/ethics/confidentiality-and-health-records/retention-of-health-records</p>
Right to complain	<p>You have the right to complain to the Information Commissioner's Office. If you wish to complain follow this link https://ico.org.uk/global/contact-us/ or call the helpline 0303 123 1113</p>
Data we get from other organisations	<p>We receive information about your health from other organisations who are involved in providing you with health and social care. For example, if you go to hospital for treatment or an operation the hospital will send us a letter to let us know what happens. This means your GP medical record is kept up-to date when you receive care from other parts of the health service.</p>