

How your data is used

The people who care for you use your records to:

- Provide a good basis for all health decisions made by you and care professionals
- Allow you to work with those providing care
- Make sure your care is safe and effective
- Work effectively with others providing you with care.

Others may also need to use records about you to:

- Check the quality of care (such as clinical audits)
- Protect the health of the public
- Keep track of NHS spending
- Manage the health service
- Help investigate any concerns or complaints you, or your family, have about your health care
- Teach health workers
- Help with research.

Some information will be held centrally to be used for statistical purposes. In these instances, we take strict measures to ensure that individual patients cannot be identified.

We use anonymous information, wherever possible, but on occasions we may use personally identifiable information for essential NHS purposes such as for research and auditing. However, this information will only be used with **your consent**, unless the law requires us to pass on the information.

You can choose to withdraw your consent for sharing your personal data for these purposes. Please either download our Data Opt-out form or contact the surgery for more details.

Who we may share information with

We may share information, subject to strict data sharing agreements, with the following:

- NHS & Specialist Trusts, including Berkshire Healthcare Foundation Trust
- West Berkshire Rural Primary Care Network, comprising Kintbury & Woolton Hill Surgery, Hungerford and Lambourn Surgeries and First Point Contact Physiotherapy (for MSK advice)
- Independent contractors (e.g. pharmacists)
- Private & Voluntary Sector Providers
- Ambulance, Police, Fire and Rescue Services
- Education & Social Services/Local Authorities
- Public Health England
- IT Services & Support companies
- Other 'Data Processors'.

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

[Please see our Privacy Notices](#)

**Anyone who receives information from us also has a legal duty to
KEEP IT CONFIDENTIAL!**

If you require this leaflet in a different format or you need further information or assistance, please contact:

**Kintbury Surgery 01488 658294
Woolton Hill Surgery 01635 253324**

**Dr Howells & Partners
Kintbury & Woolton Hill Surgery**

How we use your Information



Better information, better health

This leaflet explains:

- **Why the NHS collects information about you**
- **How we keep your records confidential & safe**
- **How your data is used**
- **Who we may share your information with**
- **Your Opt-Out & Other Rights**

Why we collect information about you

The NHS aims to provide you with the highest quality of health care. To do this we must keep records about you, your health and the care we have provided, or plan to provide to you. These records may include:

- Details about you, such as address, date of birth, next of kin
- Contact we have had with you such as clinical visits, appointments and telephone calls
- Notes and reports about your health
- Details and records about your treatment and care, including mediations
- Results of investigations such as x-rays, laboratory test etc.
- Relevant information from people who care for you and know you well, such as health professionals, relatives or those who care for you.

These records help us to protect your safety by enabling staff to see previous treatments, medications and to make informed decisions about your future care.

It is good practice for people in the NHS who provide care to:

- **discuss and agree with you what they are going to record about you**
- **give you a copy of letters they are writing about you; and**
- **show you what they have recorded about you, if you ask.**

How we keep your records safe

Everyone working for the NHS has a legal duty to keep information about you confidential and safe.

We have a duty to

- Maintain full and accurate records of the care we provide to you (electronic and/or paper)
- Keep records about you confidential, secure and accurate
- Provide information in a format that is accessible to you (i.e., in large type if you are partially sighted).
- Comply with the National Data Opt-Out Policy (March 2022)

We **will not** share information that identifies you for any reason, unless:

- you ask us to do so or we ask and you give us specific permission;
- we have to do this by law;
- we have special permission for health or research purposes or
- we have special permission because the interests of the public are thought to be of greater importance than your confidentiality.



Our guiding principle is that we are holding your records in STRICT CONFIDENCE

Your Opt-Out & Other Rights

You have the right to confidentiality under the Data Protection Act 2018 (DPA) & the General Data Protection Regulation 2018 (GDPR), the Human Rights Act 1998 and the Common Law Duty of Confidentiality and all applicable legislation. The Disability Discrimination and the Race Relations Acts may also apply. You also have the right to ask for a copy of all records about you under a Subject Access Request (SAR):

- Your request must be made in writing to the practice holding your information
- You will need to give adequate information (for example full name, address, date of birth NHS number etc.)
- We are required to respond to you within one calendar month from receipt of your SAR, in accordance with our SAR Policy.
- You will be required to provide identification before any information is released to you.

Under the DPA 2018 you have rights to request:

- Inaccuracies are corrected
- Information is erased
- Data portability

If you think anything is inaccurate, please let us know

for more information visit <http://www.nhs.uk/your-nhs-data-matters> You may view or change your opt-out choice by contacting NHS Digital 0300 311 22 33 or emailing england.contactus@nhs.net

Notification

The DPA 2018 requires organisations to notify the ICO for purposes for which they process personal information. Contact ICO: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 01625 545745/ 0303