This Practice aims to provide you with the highest quality of Healthcare. To do this we must keep records about you, your health and the care we have provided or plan to provide.

**These records may include:**

* Basic details about you, such as address, date of birth, next of kin;
* Notes and reports about your health;
* Contact we have had with you such as clinical visits;
* Details and records about your treatment and care;
* Results of x-rays & laboratory tests;
* Telephone recordings of your voice;
* Relevant information from people who care for you and know you well, such as health professionals and relatives.

**The people who care for you use your records to:**

* Provide a good basis for all health decisions made by you and care professionals;
* Make sure your care is safe and effective;
* Work effectively with others providing you with care.

**We may also need to use records about you to:**

* Check the quality of care;
* Protect the health of the general public;
* Help investigate any concerns or complaints you or your family have about your health care

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

* You ask us to do so;
* We ask and you give your consent;
* It is a clinical emergency;
* We have to do this by law

**Everyone working for the NHS has a legal duty to keep information about you confidential.** We have a duty to:

* Maintain full and accurate records of the care we provide to you;
* Keep records about you confidential, secure and accurate;
* Provide information in a format that is accessible to you (eg in large type if you are partially sighted).

**How the NHS and care services uses your information**

Meltham Road Surgery is one of many organisations working in the health and care system to improve care for patients and the public. Important information is collected about you in a patient record for that service. 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.

To find out more or to register your choice to opt out, please visit [www.nhs.uk/your-nhs-data-matters](http://www.nhs.uk/your-nhs-data-matters). 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/](https://www.hra.nhs.uk/information-about-patients/%20) (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

**You have the right**

* You have the right to confidentiality under the Data Protection Act 1998 (DPA), The General Data Protection Regulations 2018, the Human Rights Act 1998 and the common law duty of confidentiality.
* You also have the right to ask for a copy of your records to enable you to verify the lawfulness of the processing of data held about you – Please write to the Practice at the surgery address detailing the information you require.

Our practice is compliant with the National Data Opt-out – this means that if you choose to opt-out your data will not be used for research or planning in the NHS. You can set your own choice <https://www.nhs.uk/your-nhs-data-matters/manage-your-choice/>

The Data Controller for this Practice is: Meltham Road Surgery

The Data Protection Officer for this Practice is: this.dpo@nhs.net