

Who are our partner organisations?

We may also have to share your information, subject to strict agreements on how it will be used, with the following organisations:

- NHS trusts
- Other GPs (if you move to another practice, we will forward your record)
- NHS commissioning support units
- Independent contractors such as dentists, opticians and pharmacists
- Voluntary sector providers
- Ambulance trusts
- Clinical commissioning groups
- Social care services
- Health and social care information centre (HSCIC)
- Local authorities
- Education services
- Fire and rescue services
- Police and judicial services

You will be informed who your data will be shared with and in some cases asked for explicit consent for this to happen when required

Complaints

Should you have any concerns about how your information is managed by the Practice, please contact the Practice Manager at the Practice address, find this on the front cover of this leaflet.

If you are still unhappy following a review by the Practice, you can then complain to the:

Information Commissioners Office (ICO)

[Www.ico.org.uk](http://www.ico.org.uk)

casework@ico.org.uk

Telephone: 0303 123 1113 (local rate)

Or 01625 545 745

Change of Details

It is important that you tell us if any of your details, such as your name, address or telephone numbers have changed; or if any of your details such as date of birth is incorrect.

You have a responsibility to inform us of any changes so that our records are accurate and up to date should we need to refer you for further care or contact you for any reason

Notification

General data protection regulations (GDPR) 2018 require organisations to register a notification with the Information Commissioner to describe the purposes for which they process personal and sensitive information. This information is publicly available on the Information Commissioners Office website www.ico.org.uk

The Practice is registered with the Information Commissioners Office (ICO).

The Data Controller responsible for keeping your information secure and confidential is: **Dr S C Burke**

The Weavers Practice: How we use your personal information



The Surgery
High Street
Rishton
BB1 4LA
01254 884217

The Health Centre
Water Street
Great Harwood
BB6 7 QR
01254 617580



How we use your personal information

This fair processing notice explains why the Practice collects information about you and how that information may be used. The health care professionals who provide you with care maintain records about your health and any treatment or care you have received previously (eg NHS trust, GP surgery, walk-in-clinic etc)

These records help to provide you with the best possible healthcare. NHS health records may be electronic, on paper, or a mixture of both. We use a combination of working practices and technology to ensure that your information is kept confidential and secure. Records which The Weavers Practice hold about you may include the following information:

- Details about you, such as your address, carer, legal representative, emergency contact details
- Any contact that the surgery has had with you, such as appointments, clinic visits, emergency appointments etc
- Notes and reports about your health
- Details about your treatment and care
- Results of investigations such as laboratory tests and x-rays etc
- Relevant information from other health professionals, relatives or those who care for you

To ensure you receive the best possible care, your records are vitally important. Information held about you may be used to protect the health of the public and to help us manage the NHS. Information may be used within the Practice for clinical audit to monitor the quality of care we provide.

Some of this information will be held centrally and used for statistical purposes. Where we do this,

Risk stratification

Risk stratification data tools are increasingly being used in the NHS to help determine a person's risk of suffering a particular condition, preventing an unplanned hospital admission and identifying a need for preventative intervention. Information about you is collected from a number of sources including NHS trusts and from this Practice. A risk score is then arrived at through analysis of you de-identified information using Aristotle software that is managed by Midlands and Lancashire Clinical Support Unit, and is only provided back to your GP as data controller in an identifiable form. Risk stratification enables your GP to focus on preventing ill health and not just the treatment of sickness. If necessary your GP may be able to offer you additional services.

Please note: you have the right to opt OUT Of your data being used in this way

Medicines management

The Weavers Practice conduct medicines management reviews of medications prescribed to our patients. This service performs a review of prescribed medication to ensure you receive the most appropriate, up to date and cost-effective treatments. This service is provided to us by NHS East Lancashire Clinical Commissioning Group



How we maintain the confidentiality of your records?

We are committed to protecting your privacy and will only use information collected lawfully in accordance with:

- General Data Protection Regulations (GDPR) 2018
- Human Rights Act 1998
- Common duty of confidentiality
- Health and Social Care Act 2012
- NHS code of confidentiality, information security and records management
- Information: to share or not to share review

Every member of staff who works for an NHS organisation has a legal obligation to keep information about you confidential.

We will only ever use or pass on information about you if others involved in your care have a genuine need for it. We will not disclose your information to a third party without your permission unless there are exceptional circumstances (ie life or death situations), where the law requires information to be passed on and /or in accordance with the information sharing principle following Dame Fiona Caldicott's information sharing review where "the duty to share information can be as important as the duty to protect patient confidentiality". This means that the health and social care professionals should have the confidence to share information in the best interests of their patients within the framework set out by the Caldicott principles.

Access to your personal information

You have a right under the General Data Protection Regulations 2018 to request copies of your records, have it amended should it be inaccurate and you have a right for information to be erased.

We are required to provide this within one month of the date of your request