**Oldham Medical Services**

**THE GENERAL DATA PROTECTION REGULATION**

**FAIR PROCESSING NOTICE**

**How we use your information**

This leaflet briefly explains why a Doctor’s Surgery collects information about you, and how that information may be used.

The health care professionals who provide you with care also maintain records about your health and any treatment or care that you have received previously. This may include your GP Surgery, the NHS Trust, Walk-In Clinics and Out of Hours care). The reason for sharing this information is to provide you with the best possible joined up healthcare.

Records may be held in either electronic or manual (written down) formats and may include the following important information:

* Details about you such as address, contact numbers and next of kin
* Any contacts that you have had with health services such as appointments, clinic visit, emergency appointments etc.
* Notes and reports about your health
* Details about your treatment and care
* Results of investigations such as laboratory tests, x-rays, retinopathy screening etc.
* Relevant information from other health professionals, relatives or those who act as

your designated Carer and know you well.

To ensure that you receive the best possible care your records are used to facilitate the care you receive. Information held about you may:

* be used to help protect the health of the public and to help us manage the NHS
* for clinical audit to monitor the quality of service provided
* be held centrally and used for statistical purposes
* for research purposes

In all cases you can expect that we will ensure that individual patients cannot be identified and consent will be obtained where research work is carried out.

**To ensure confidentiality**

* Information sharing is subject to strict agreements on how it is used
* We will only share your information outside of our partner organisations with your consent unless the health & safety of others is at risk, the law requires it or it is required to carry out a statutory function
* Our guiding principle is that we are holding your information in the strictest confidence

**What can I do if I do not wish to share my records?**

* If you are happy for your data to be extracted and used for the purposes described in this fair processing notice then you do not need to do anything. If you do not want your information to be used for any purpose beyond providing your care you can choose to opt-out. If you wish to do so, please let us know so we can code your record appropriately
* We will respect your decision if you do not wish your information to be used for any purpose other than your care but in some circumstances we may still be legally required

to disclose your data

* You can object to sharing information with other health care providers but if this limits your treatment options we will tell you.

There are two main types of opt-out.

**Type 1 Opt-Out**

* If you do not want information that identifies you to be shared outside the practice, for purposes beyond your direct care, you can register a ‘Type 1 Opt-Out’. This prevents your personal confidential information from being used other than in particular circumstances required by law, such as a public health emergency like an outbreak of a pandemic disease.

**Type 2 Opt-Out**

* NHS Digital collects information from a range of places where people receive care, such as hospitals and community services. If you do not want your personal confidential information to be shared outside of NHS Digital, for purposes other than for your direct care, you can register a ‘Type 2 Opt-Out’
* For further information about Type 2 Opt-Outs, please contact NHS Digital contact centre at [enquiries@hscic.gov.uk](mailto:enquiries@hscic.gov.uk) referencing ‘Type 2 Opt-Outs – Data Requests’ in the subject line; or call NHS Digital on **(0300) 303 5678**; or visit the website <http://content.digital.nhs.uk/article/7092/Information-on-type-2-opt-outs>

If you wish to discuss or change your opt-out preferences at any time please contact the Manager

* For more information about how your data is used please see the Practice Privacy Policy on our website or ask at reception for a copy.