Great Homer Street Medical Centre’s Privacy Policy

As a registered patient, Great Homer Street Medical Centre has a legal duty to explain how we use any personal information we collect about you at the organisation. We collect records about your health and the treatment you receive in both electronic and paper format.

This notice provides you with how we use the information we collect, store, and hold about you. This includes, why we collect it, how we use it, what we do with it, who we do or do not share it with and how long we keep it for.

Great Homer Street Medical Centre manages patient information in accordance with existing laws and with guidance from organisations that govern the provision of healthcare in England such as the Department of Health and the General Medical Council.

**What type of information do we collect?**

* name, address, and e-mail address
* Next of Kin details
* age, gender, and ethnicity
* Medical history
* Reasons for attending the surgery
* Treatment details, test results, and information from other healthcare providers

**How do we use/What do we do with the information we collect?**

* To provide direct patient care

**Who do we share the information with?**

* No-one unless:
* It is required by law, you provide clear and explicit consent, justified to be in public interest (e.g., infectious diseases) or it is a matter of safeguarding (e.g., risk of harm).
* There may be occasions where we shared your information with Extended Access (for care out of hours), hospitals and other care settings (for support in your care) or other agencies (for improving care or researching treatments).

**How long do we keep your information for?**

* Under UK law we are required to keep your information for the full retention periods specified by NHS records Management Code of Practice.

**Your rights as a patient:**

* Under the Data Protection Legislation to request access to view or obtain copies of your records. For how to do this please ask at reception.
* Correction and/or removal of information, under specific circumstances.
* Objection to share and or transfer of your information.

**National opt-out facility**

You can choose to **OPT-OUT** of sharing your confidential patient information for research and planning. There are two types of opt out;

Opt-out 1: This applies at an organisational level and means your medical record is not extracted from the organisation for any purpose other than direct patient care. **The OPT-OUT MUST BE DONE BY THE PATIENT**, or you will be automatically opted in. Please ask for how to do this at reception.

Opt-out 2: This allows data to be extracted by NHS digital but **NOT** shared with anyone for research and planning purposes. There are **4** ways to opt out of this, online services (<https://www.nhs.uk/your-nhs-data-matters/manage-your-choice>), telephone service (03003035678), NHS App (for patients aged over 13) or a Print and post form (<https://assets.nhs.uk/prod/documents/manage_your_choice_1.1.pdf>).

**NHS Digital**

NHS Digital will soon be collecting anonymised data from GP surgeries for specific health and social care purposes. This data will be collected and held to create a national data set for data quality purposes. These data sets will be analysed to produce national statistics and management information.

**Telephone calls**

Our telephone system does not record telephone calls.

**Additional information**

All our staff members receive appropriate and regular training in handling and keeping your information confidential.

If you would like to read our full privacy policy or have any questions, please ask one of the admin team members for assistance.

We regularly review our privacy policy, and you will be informed of the updates. This policy is due to be reviewed July 2024.