

## Privacy Notice – How We Use Your Information

Bishops Waltham Surgery manages patient information in accordance with existing laws (e.g. the Data Protection Act 1998) and with guidance from organisations that govern the provision of healthcare in England such as the Department of Health, NHS England, the Health and Social Care Information Centre and the General Medical Council.

We collect and hold data for the sole purpose of providing healthcare services to our patients and we will ensure that the data is kept confidential. Confidentiality is an important duty, but it is not absolute. We can disclose personal information if:

- It is required by law
- The patient gives consents
- It is justified in the public interest.



Under the powers of the Health and Social Care Act 2012 (HSCA) the Health and Social Care Information Centre (HSCIC) can require Personal Confidential Data (PCD) from GP Practices without seeking patient consent. Improvements in information technology are also making it possible for us to share data with other healthcare providers with the objective of providing you with better care.

Any patient can choose to withdraw their consent to their data being used in this way. When Bishops Waltham Surgery is about to participate in any new data-sharing scheme we will make patients aware by displaying prominent notices in the surgery and on our website at least four weeks before the scheme is due to start. We will also explain what you have to do to 'opt-out' of each new scheme.

A patient can object to their personal information being shared with other health care providers but if this limits the treatment that that patient can receive then the doctor will explain this to them at the time.

The Practice shares personal information with a mailing services provider called Docmail so that they can print and dispatch some of our patient letters on our behalf. This partnership is governed by a legally binding contract, is fully compliant with the Data Protection Act 1988 and has been set up in accordance with guidance from the Department of Health and the Information Commissioners Office.

The Data Protection Act establishes a patient's right to gain access to information that we hold about them. This is called a Subject Access Request and should be submitted in writing to the Practice Manager. Requests will be responded to in line with the Act.

If you provide us with your mobile phone number we may use this to send you reminders about your appointments or other health screening information.

Our website does not use cookies to track your activity online but the "Remember these details" feature on our on-line prescription form uses first party cookies on your computer to store your information. This information is only used to remember your details and is never passed to any third party. Cookies must be enabled in your browser for this feature to work. Using this feature means you agree to the use of cookies as required by EU Data Protection Directive 95/46/EC.

Any changes to this notice will be published on our website and on the notice board.

The Partnership is registered as a data controller under the Data Protection Act 1998. Registration number is Z6213987. Our registration can be viewed on-line in the public register at [ICO.gov.uk](http://ICO.gov.uk).

If you have any concerns please contact the Practice Manager.

## **2015 Schedule for Newly Registered Patients Named GP**

<b>Months</b>	<b>GP</b>
January to March	Dr. Nicki Evans
April to June	Dr. Susie Wade-West
July to September	Dr. Suzanne Hunter
October to December	Dr. Karen O'Reilly

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### **Bishops Waltham Surgery's Online System**

#### **EMIS Web's Patient Access**

Patient Access (provided by EMIS Web) is Bishops Waltham Surgery's online system. You can use Patient Access to order your repeat prescription, make an appointment and view certain aspects of your medical record online.

For more information and how to register please visit the surgery's website

**[www.bishopswalthamsurgery.nhs.uk](http://www.bishopswalthamsurgery.nhs.uk)**