

Confidentiality/ Data sharing

We provide a confidential service to all our patients, including under 16s. This means that *you* can tell others about a visit to the surgery, but *we* won't.

You can be sure that anything you discuss with any member of this practice– family doctor, nurse or receptionist – will stay confidential. Even if you are under 16 nothing will be said to anyone – including parents, other family members, care workers or tutors – without your permission.

Confidential information relating to patients will not be disclosed to other individuals (including NHS or CCG management staff) without their explicit consent, unless it is a matter of life and death or there is a serious risk to the health and safety of patients.

Confidential patient data will be shared within the health care team at the practice, including nursing staff, admin staff, secretaries and receptionists, and with other health care professionals to whom a patient is referred (for example if you are seen in hospital). If you choose to make and attend an extended hours GP appointment (in the evening or at the weekend) then you will be seen a GP, or nurse, from another practice who would have full access to your GP record, for the purpose of the appointment. Those individuals also have a professional and contractual duty of confidentiality.

Health care professionals who provide you with care are required by law to maintain records about your health and any treatment or care you have received within any NHS organisation. These records help to provide you with the best possible healthcare. Your patient record is held securely and confidentially on our practice computer system hosted by EMIS Health Ltd on their secure servers in Leeds (with older notes being held on paper in the practice and in PCSE storage).

We are sometimes asked to provide information for the purposes of education, audit or research or for the purposes of health care administration. In all cases the person to whom such information is released is bound by a duty of confidentiality. The information disclosed is kept to the minimum necessary for the purpose and is always anonymised or pseudonymised if at all possible.

You have the right to opt-out of the uploading of your medical record to any or all of the NHS Databases, whether for the provision of direct medical care, (such as the Summary Care Record or the Oxfordshire Care Summary) or for secondary uses of your medical record (e.g. health care planning, audit, administration, etc.).

We only email you, or use your mobile number to text you, regarding matters of medical care, such as appointment reminders and (if appropriate) test results.

If you would like any further information about your GP record, opting-out of data sharing, access to your medical record, confidentiality, or about any other aspect of data privacy, then please ask at reception for a copy of our **Privacy Notice** and/or our

“Your Medical Records” booklet or download a copy from our website:

<http://www.kingedwardst.nhs.uk/info.aspx?p=20>

How the NHS and care services use your information

Whenever you use a health or care service, such as attending Accident & Emergency or using Community Care services, important information about you is collected in a patient record for that service. Collecting this information helps to ensure you get the best possible care and treatment.

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. 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/> (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.

Our organisation is currently compliant with the national data opt-out policy.