



Wootton Medical Centre

Practice Privacy Notice for Patients:

1. Introduction:

Wootton Medical Centre (WMC) has a legal duty to explain how we use any personal information we collect about you, as a registered patient, at the practice. Staff at this practice maintains records about your health and the treatment you receive in electronic and paper format.

2. What information we collect about you:

We will collect information such as personal details, including name, address, next of kin, records of appointments, visits, telephone calls, your health records, treatment and medications, test results, x-rays etc. and any other relevant information to enable us to deliver effective medical care.

3. How we use your information:

Your data is collected for the purpose of providing direct patient care; however, we can disclose this information if it is required by law, if you give consent or it is justified in the public interest. WMC may be requested to support research; however, we will always gain your consent before sharing your information with medical research databases such as the Clinical Practice Research Datalink and QResearch or others when the law allows.

In order to comply with its legal obligations, this practice may send data to NHS Digital when directed by the Secretary of State for Health under the Health and Social Care Act 2012. Additionally, this practice contributes to national clinical audits and will send the data that is required by NHS Digital when the law allows. This may include demographic data, such as date of birth and information about your health which is recorded in coded form, for example, the clinical code for diabetes or high blood pressure.

Processing your information in this way and obtaining your consent ensures that we comply with Articles 6(1)(c), 6(1)(e) and 9(2)(h) of the General Data Protection Regulation (GDPR).

4. Maintaining confidentiality & accessing your records:

We are committed to maintaining confidentiality and protecting the information we hold about you. We adhere to the GDPR, the NHS Codes of Confidentiality and Security, as well as guidance issued by the Information Commissioner's Office (ICO). You have a right to access the information we hold about you, and if you would like to access this information, you will need to complete a Subject Access Request (SAR). Please complete the request form under GDPR on our website (www.woottonmedicalcentre.co.uk) or ask Reception for further information. Additionally, should you identify any inaccuracies; you have the right to have the inaccurate data corrected.

5. Risk stratification:

Risk stratification is a mechanism used to identify and subsequently manage those patients deemed as being at high risk of requiring urgent or emergency care. Usually this includes patients with long-term conditions, e.g. cancer. Your information is collected by a number of sources, including WMC, this information is processed electronically and given a risk score which is relayed to your GP who can then decide on any necessary actions to ensure you receive the most appropriate care.

6. Invoice validation:

Your information may be shared if you have received treatment to determine which Clinical Commissioning Group (CCG) is responsible for paying for your treatment. This information may include your name, address and treatment date. All of this information is held securely and confidentially; it will not be used for any other purpose or shared with any third parties.

7. Opt-outs:

You have a right to object to your information being shared. Should you wish to opt out of data collection, please contact the surgery to find out how you can opt out and prevent the sharing of your information; this is done by registering to opt out online (national data opt-out programme) or if you are unable to do so or do not wish to do so online.

8. Retention periods:

In accordance with the NHS codes of practice for records management, your healthcare records will be retained for 10 years after death or, if a patient emigrates, for 10 years after the date of emigration.

9. What to do if you have any questions:

Should you have any questions about our privacy policy or the information we hold about you, you can:

- Contact the practice's Data Controllers (GP practices are data controllers for the data they hold about their patients¹):

Wootton Medical Centre
36-38 High Street, Wootton, Northampton NN4 6LW

wootton.medicalcentre@nhs.net

- Contact the practice's Data Protection Officer, Paul Couldrey:

PCIG Consulting Limited
7 Westacre Drive, Quarry Bank, Dudley, West Midlands DY5 2EE

Couldrey@me.com

10. Complaints

In the unlikely event that you are unhappy with any element of our data-processing methods, you have the right to lodge a complaint with the ICO.

- Information Commissioner
Whycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

01625 545 745

www.ico.org.uk and select 'raising a concern'

11. Changes to our privacy policy:

We regularly review our privacy policy and any updates will be published on our website and on posters in our waiting room to reflect the changes. This policy is to be reviewed March 2021.

¹[BMA GPs as data controllers under the GDPR](#)