

Who are our partner organisations?

The principal partner organisation, with which information may be shared:

Health Authorities

NHS Trusts

North Kirklees Clinical Commissioning Group

Ambulance Services

Your information may also, subject to strict agreements describing how it will be used, be shared with:

NHS Common Services Agencies and such as

Primary Care Support Services

Social Services

Education Services

Local Authorities

Voluntary Sector Providers

Private Sector Providers

Your electronic record and your sharing Preferences

The General Practice or Clinical Service you are attending uses a **secure computerised records system**, which allows clinical staff to **share** information in your record to ensure the best care can be provided to you.

A facility is now available in this system which allows you to have **control** over how your record is shared between the different teams of clinical staff treating you both now and in the future.

You will be asked at each location where you are treated to agree to make your clinical record shareable with other NHS staff that you are under the care of.

At any time in the future you can request that this is changed.

The **General Data Protection Regulations** allows you to find out what information about you is held on computer and manual records. This is known as "right of access". **Online Access to Medical Records** From March 2016, [Coded information from Medical Records / Full Medical Records] can be accessed as part of the Practice's online services. For security reasons, you will have to visit the practice to undertake an identity check before you are granted access to these records.

Subject Access Requests

A request for your medical health records held at **here** must be made in writing (e-mails accepted) to *the practice for alternative methods of access if you are unable to make a request in writing*).

Elaine Oldroyd

Practice Finance Manager—01924 767 095
(Address on front of leaflet)

You are entitled to view or receive a copy without charge; however, you should note that in certain circumstances that a charge may be made. You should also be aware that in certain circumstances your right to see some details in your health records may be limited in your own interest or for other reasons.

If you would like to know more about how we use your information or if, for any reason, you do not wish to have your information used in any of the ways described in this leaflet please speak to the health professionals concerned with your care or the Information Governance Lead (Lynne Bolton – Practice Development Manager), Further information are explained in the leaflet 'Access to Medical Records' under the General Data Protection Regulations which is available from the practice

Privacy and Data Sharing General Data Protection Regulations (GDPR)



North Road Suite
RAVENSTHORPE HEALTH CENTRE



Providing NHS services

Dr N Chandra & Partners

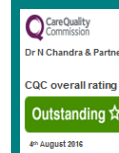
Ravensthorpe Health Centre

**Netherfield Road,
Ravensthorpe,
Dewsbury
WF13 3JY**

Tel: 01924 767 101

Web-site:

www.northroadsuite.gpsurgery.net



Why we collect information about you

Your doctor and other health professionals caring for you keep records about your health and any treatment and care you receive from the National Health Service. These help ensure that you receive the best possible care from us. They may be written down (manual records), or held on a computer. The records may include:

- ✗ Basic details about you, such as address and next of kin
- ✗ Contacts we have had with you, such as clinic visits
- ✗ Notes and reports about your health and any treatment and care you need
- ✗ Details and records about the treatment and care you receive
- ✗ Results of investigations, such as X-rays and laboratory tests
- ✗ Relevant information from other health professionals, relatives or those who care for you and know you well

How your records are used to help you

Your records are used to guide and administer the care you receive to ensure:

- ✗ Your doctor, nurse or any other healthcare professionals involved in your care have accurate and up-to-date information to assess your health and decide what care you need when you visit in the future
- ✗ Full information is available should you see another doctor, or be referred to a specialist or another part of the NHS
- ✗ There is a good basis for assessing the type and quality of care you have received
- ✗ Your concerns can be properly investigated if you need to complain

How your records are used to help the NHS

Your information may also be used to help us:

- ✗ Look after the health of the general public
 - ✗ Pay your GP, dentist and hospital for the care they provide
 - ✗ Audit NHS accounts and services
 - ✗ Investigate complaints, legal claims or untoward incidents
 - ✗ Make sure our services can meet the patient needs in the future
 - ✗ Prepare statistics of NHS performance
 - ✗ Review the care we provide to ensure it is of the highest standard
 - ✗ Teach and train healthcare professionals
 - ✗ Conduct health research and development
- Some of this information will be held centrally, but where this is used for statistical purposes stringent measures are taken to ensure that individual patients cannot be identified. Anonymous statistical information may also be passed to organisation with a legitimate interest, including universities, community safety units and research institutions.

Where it is not possible to use anonymised information, personally identifiable information may be used for essential NHS purposes. These may include research and auditing services. **This will only be done with your consent, unless the law requires information to be passed on to improve public health.**

You can obtain more information by visiting

<https://digital.nhs.uk/>



How we keep your records confidential

Everyone working for the NHS has a legal duty to keep information about you confidential.

We will only ever use or pass on information about you if other involved in your care have a genuine need for it. We will not disclose your information to third parties without your permission unless there are exceptional circumstances, such as when the health or safety of others is at risk or where the law requires information to be passed on.

(Please see the reverse of this leaflet for more information about your preferences for record sharing consent).

Anyone who receives information from us is also under a legal duty to keep it confidential.

We are required by law to report certain information to the appropriate authorities. This is only provided after formal permission has been given by a qualified health professional.

Occasions when we must pass on information include:

- ✗ Notification of new births
- ✗ Where we encounter infectious diseases which may endanger the safety of others, such as meningitis or measles (but not HIV/AIDS)
- ✗ Where a formal court order has been issued

Our guiding principle is that we are holding your records in strict confidence.

If you require any additional information you can contact

Mahmood Yaqoob —Practice Development Manager/Information Governance Lead.