



MOUNT ROAD SURGERY

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PRIVACY NOTICE MAY 2018

This privacy notice is intended to provide transparency regarding what personal data Mount Road Surgery hold about you, how it will be processed and stored, how long it will be retained and who may have access to your data.

Personal data is any information relating to an identified or identifiable living person (the data subject). An identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number or factors specific to the physical, genetic or mental identity of that person, for example.

What this privacy statement covers

This privacy statement only covers the processing of personal data by Mount Road Surgery that Mount Road Surgery has obtained from data subjects. It does not cover the processing of data by any sites that can be linked to or from Mount Road Surgery's websites, so you should always be aware when you are moving to another site and read the privacy statement on that website.

When providing Mount Road Surgery with any of your personal data for the first time, for example, when you take up an appointment with Mount Road Surgery or when you register with the practice, you will be asked to confirm that you have read and accepted the terms of this privacy statement.

If our privacy policy changes in any way, we will place an updated version on the practice website. Regularly reviewing the website ensures you are always aware of what information we collect, how we use it and under what circumstances, if any, we will share it with other parties.

Why Mount Road Surgery collects your personal data

Your personal data is collected and processed for the purposes of managing your health to the best of our ability. To ensure you are cared for in a transparent and timely manner. You can consent to other Health Care Professionals seeing your data by informing a member of staff at Reception.

Mount Road Surgery is the data controller

Mount Road Surgery is the data controller in respect of any personal data it holds concerning patients, trainees in training, and individuals employed by Mount Road Surgery. Data will not be held any longer than legally necessary for patients or employees of Mount Road Surgery.

Legal basis for processing

The GDPR requires that data controllers and organisations that process personal data demonstrate compliance with its provisions. This involves publishing our basis for lawful processing.

As personal data is processed for the purposes of Mount Road Surgery's statutory functions, Mount Road Surgery's legal bases for the processing of personal data as listed in Article 6 of the GDPR are as follows:

- 6(1)(a) – Consent of the data subject
- 6(1)(b) – Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract
- 6(1)(c) – Processing is necessary for compliance with a legal obligation
- 6(1)(e) – Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Where Mount Road Surgery processes special categories of personal data, its additional legal bases for processing such data as listed in Article 9 of the GDPR are as follows:

- 9(2)(a) – Explicit consent of the data subject
- 9(2)(b) – Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law
- 9(2)(f) – Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- 9(2)(g) – Processing is necessary for reasons of substantial public interest
- 9(2)(h) – Processing is necessary for the purposes of occupational medicine, for the assessment of the working capacity of the employee, or the management of health and social care systems and services
- 9(2)(j) – Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes

Special categories of personal data include data relating to racial or ethnic origin, political opinions, religious beliefs, sexual orientation and data concerning health.

Please note that not all of the above legal bases will apply for each type of processing activity that Mount Road Surgery may undertake. However, when processing any personal data for any particular purpose, one or more of the above legal bases will apply.

How we protect your personal data

Our processing of all personal data complies with the General Data Protection Regulation principles in line with Mount Road Surgery's data protection registration held with the Information Commissioners Office.

The personal data we hold is held as an electronic record on data systems managed by Mount Road Surgery and a paper record. These records are only accessed, seen and used as required and/or permitted by law by staff who need access to personal data so they can do their jobs and other partner organisations under data sharing agreements.

The security of the data is assured through the implementation of Mount Road Surgery's policies on information governance management.

We make every effort to keep your personal information accurate and up to date, but in some cases we are reliant on you as the data subject to notify us of any necessary changes to your personal data. If you tell us of any changes in your circumstances, we can update the records with personal data you choose to share with us.

We will keep personal data for no longer than necessary, in line with our records management policy, and the NHS records retention schedule within the NHS records management code of practice.

Sharing personal data

So we can provide the right services at the right level, we may share your personal data within services across the NHS, Manchester Health Care Commission and services who provide Out of Hours Care. This is only achieved with the patient consent.

Where the data is used for analysis and publication by a recipient or third party, any publication will be on an anonymous basis, and will not make it possible to identify any individual. This will mean that the data ceases to become personal data. This data will be used for research and patient demographics.

Your rights

Right to rectification and erasure

The GDPR extends and strengthens your rights as a data subject. Under the GDPR you have the right to rectification of inaccurate personal data and the right to request the erasure of your personal data. However, the right to erasure is not an absolute right and it may be that it is necessary for Mount Road Surgery to continue to process your personal data for a number of lawful and legitimate reasons.

Subject Access Request

You can access a copy of the information Mount Road Surgery holds about you by writing to Mount Road Surgery or completing a form at reception. This information is available to you free of charge subject to the receipt of appropriate identification.

If you want to complain about how we have used your personal data or to know more about how your information will be used, please contact Mount Road Surgery, Mount Road Surgery's Data Protection Officer is Mr Peter Tomlinson.

Alternatively, you can also contact the Information Commissioner if you have a complaint about our processing of your personal data:

The Office of the Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Your responsibilities

It is important that you work with us to ensure that the information we hold about you is accurate and up to date so please inform Mount Road Surgery if any of your personal data needs to be updated or corrected.