



## PROMENADE MEDICAL CENTRE

### Privacy Notice

Promenade Medical Centre 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 maintain records about your health and the treatment you receive in electronic and paper format.

#### **What information do 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.

#### **How we will 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 if it is justified in the public interest.

In order to comply with its legal obligations, this practice may send data to Department of Health & Social Care if required. Additionally, this practice contributes to national clinical audits and will send the data that is required by Department of Social Care 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 GDPR.**

#### **Maintaining confidentiality and accessing your records**

We are committed to maintaining confidentiality and protecting the information we hold about you. We adhere to the General Data Protection Regulation (GDPR) 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 ask at reception for a

SAR form and you will be given further information. Furthermore, should you identify any inaccuracies, you have a right to have the inaccurate data corrected.

### **Opt-outs**

You have a right to object to your information being shared. Should you wish to opt out of data collection, please contact a member of staff who will be able to explain 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, by speaking to a member of staff.

### **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.

### **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:

1. Contact the practice's data controller via email at [reception.promenade@gov.im](mailto:reception.promenade@gov.im) GP practices are data controllers for the data they hold about their patients<sup>1</sup>
2. Write to the data controller at Promenade Medical Centre
3. Ask to speak to the Practice Manager Mrs Bev Buxton

The Data Protection Officer (DPO) for Promenade Medical Centre is Mr Paul Edge and he is based at Family Practitioner Services at Crookall House.

### **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. For further details, [www.inforights.im](http://www.inforights.im) and select Making a Complaint.

### **Changes to our privacy policy**

We regularly review our privacy policy and any updates will be published on our website to reflect the changes.

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<sup>1</sup> [BMA GPs as data controllers under the GDPR](#)