

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>