

## Practice Privacy Notice (PPN)

Under General Data Protection Regulations (GDPR) you have a right to understand what the GP surgery holds on you and how we will use your personal information. GDPR is new legislation/law that gives you more rights over your personal data and came into force across the UK on 25<sup>th</sup> May 2018.

Your rights are as follows:

<p><b>Data Controller</b> – This is your GP surgery who holds your personal data and decides on how to use the data it holds.</p>	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Dr M B Ghafoor 1<sup>st</sup> Floor, Nye Bevan House Maclure road Rochdale OL11 1DN</p> </div>
<p><b>Principle 1: Legality, Transparency and Fairness</b></p>	<p>In using your data there may be times when we have to seek your consent to use the data but on other occasions we may need to use your data to comply with our NHS contract, compliance with a legal obligation, to safeguard your vital interest, carry out tasks of public interest or to comply with our official authority.</p> <p>You have a right to understand how your data is used by the surgery in a clear and transparent manner and have the right to access your information free of charge as long as it doesn't become excessive.</p> <p>You have the right to request correction of any inaccurate information held on you.</p> <p>Under the Data Protection Act (2018) children from age 13 will have the right to consent to their own services and how the Surgery engages with and provides them care (no need to engage with parent or guardian under DPA(2018) but directly with the child)</p>
<p><b>Principle 2: Purpose Limitation</b></p>	<p>Data collected on you will be limited to what is required for the Surgery to comply with its duty to you and the NHS to deliver healthcare.</p> <p>Your data may be shared with other agencies that work with the GP surgery. These will include the local Out of Hours Service (BARDOC), 7 Day GP Services, Hospitals, Pharmacies, Community Nurses, Ambulance services and others who may need to be involved in your care. The Surgery may need to share your data for the purposes of medical research. Information shared will be limited to what is required to continue providing ongoing care.</p>



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	<p>Once in place a boroughwide IT system allowing safe sharing of information across the health and social care services called Graphnet will ensure safe sharing of your data to enhance the care you receive.</p> <p>In certain circumstances you will have the right to object to your data being shared.</p>
Principle 3: <b>Minimisation</b>	The data the surgery holds will be relevant, adequate and limited to what is required for the Surgery to fulfil its duty.
Principle 4: <b>Accuracy</b>	Data held will be up to date. Any inaccurate information should be brought to the attention of the Surgery to ensure the inaccuracies are rectified.
Principle 5: <b>Storage Limitation</b>	Your data will be kept in line with NHS requirements. The Surgery will retain records from birth to death. Following death the NHS may destroy your records after 10 years.
Principle 6: <b>Integrity and Confidentiality</b>	The Surgery complies with NHS rules on keeping your data safe and secure. The surgery IT system that stores your data is EMIS Web and is one of the NHS approved GP computer systems. The surgery also has internal systems in place to ensure that the premises are secure and staff appropriately trained to comply with confidentiality with regard to your data. When sharing your data with other agencies the Surgery complies with NHS rules on safe transfer of information.
Principle 7: <b>Accountability</b>	<p>The Surgery has taken the appropriate steps to comply with GDPR. The surgery has appointed a Data Protection Officer (DPO) to ensure the surgery complies with the GDPR legislation and you can contact the DPO by email:  <a href="mailto:hmrccg.dpo.rochdale@nhs.net">hmrccg.dpo.rochdale@nhs.net</a></p> <p>There is more information available on GDPR on the surgery website.</p> <p>Should you have concerns about any aspect of the way in which your data is held or used by the Surgery you can contact the Practice Manager at the Surgery (address as above). If you are not satisfied you can contact the Information Commissioners Office (ICO):</p> <p style="text-align: center;">Information Commissioner's Office (ICO)  Wycliffe House  Water Lane  Wilmslow  Cheshire  SK9 5AF</p> <p style="text-align: right;">Tel: 01625 545700  <a href="http://www.ico.gov.uk">www.ico.gov.uk</a></p>

