



## **DATA PROTECTION POLICY: PATIENTS**

The Data Protection Act 1998 covers information held by service providers about their clients. There are certain legal rights relating to the storage and processing of information, and this policy sets out the basis on which the Practice holds personal data about its patients.

The Practice will collect, hold and process personal data, including sensitive personal data, about all patients registered with the Practice, whether permanently or temporarily, and in electronic format for patients who have left the Practice. These patients are referred to in the Data Protection Act 1998 as “data subjects”.

There are eight data protection principles which require that data shall be:

1. Fairly and lawfully possessed.
2. Processed for limited purposes.
3. Adequate, relevant and not excessive.
4. Accurate.
5. Not kept longer than necessary.
6. Processed in accordance with data subjects’ rights.
7. Secure.
8. Not transmitted to countries outside the European Economic Area without adequate protection.

The purpose for which the Practice holds any information about patients as data subjects is for the provision of healthcare services.

The Act defines “sensitive personal data” as personal data consisting of information as to racial or ethnic origin; political opinions; religious beliefs or other beliefs of a similar nature; membership of a trade union; physical or mental health or condition; sexual life; the commission or alleged commission of any offence or any proceedings for any offence committed or alleged to have been committed, including the disposal of such proceedings or the sentence of any court in such proceedings.

The purpose for which the Practice holds sensitive personal data about data subjects is for the provision of healthcare services.

In order to provide healthcare services, the Practice holds personal confidential data about patients including but not restricted to:

- name and contact details
- NHS number

- records of all consultations held at the Practice and home visits made by Practice staff
- records of immunisations
- medication prescribed by the Practice, current and past
- test results
- family medical history
- known allergies
- summaries of treatment in hospitals and other healthcare settings
- summaries of medical records from before the patient registered at this Practice

If necessary for the purpose of providing healthcare, the practice may transfer personal confidential data to:

- other healthcare professionals
- social and welfare organisations
- Department of Health (DH) (unless the patient has actively opted out of the specific scheme; please note that in case of national emergency, the DH has the legal right to override patient choice)

Data may also be disclosed to others at a patient's own request, with written consent.

Patients have a right under the Data Protection Act 1998 to request access to personal confidential data held by the Practice. Such requests are processed according to the Practice's Access to Medical Records Policy.

Chew Medical Practice's registration number with the Information Commissioner's Office is Z5055383.