**Saint Vincent Practice – Privacy Notice. Routine care and Referrals.**

We are required by Articles in the General Data Protection Regulations to provide you with the information in the following 9 subsections.

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| **1) Data Controller** contact details | Saint Vincent Practice, 77 Thorne Road, Doncaster DN1 2ET |
| **2) Data Protection Officer**  contact details | Paul Couldrey  PCIG Consulting Limited  Email: info@pcdc.org.uk/  Telephone: 01158386770 |
| **3) Purpose** of the processing | Direct care is care delivered to the individual alone, most of which is provided in the surgery. After a patient agrees to a referral for direct care elsewhere, such as a referral to a specialist in a hospital, necessary and relevant information about the patient, their circumstances and their problem will need to be shared with other healthcare workers, such as specialist, therapists. Technicians etc. The information that is shared is to enable other healthcare workers to provide the most appropriate advice, investigations, treatments, therapies and or care. |
| **4) Lawful basis** for processing | The processing of personal data in the delivery of direct care and for providers’ administrative purposes in this surgery and in support of direct care elsewhere is supported under the following Article 6 and 9 conditions of the GDPR:  *Article 6(1)(e) ‘…necessary for the performance of a task carried out in the public interest or in the exercise of official authority…’.*  *Article 9(2)(h) ‘necessary for the purposes of preventative or occupational medicine for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services...’*  Organisations and their employees will also respect and comply with their obligation under the common law duty of confidence. |
| **5) Recipients or categories of recipients** of the processed data | The data will be shared with Health and care professionals and support staff in this surgery and at hospitals, diagnostic and treatment centres who contribute to your personal care, for example Doncaster Royal Infirmary. |
| **6) Rights to object** | You have the right to object to some or all the information being processed under Article 21. Please contact the Data Controller. You should be aware that this is a right to raise an objection, that is not the same as having an absolute right to have your wishes granted in every circumstance. |
| **7) Right to access and correct** | You have the right to access the data that is being shared and have any inaccuracies corrected. There is no right to have accurate medical records deleted except when ordered by a court of Law. |
| **8) Retention period** | The data will be retained in line with the law and national guidance.  <http://digital.nhs.uk/article/1202/Records-Management-Code-of-Practice-for-Health-and-Social-Care-2016>  or speak to the practice. |
| **9) Right to Complain** | You have the right to complain to the Information Commissioner’s Office, you can use this link <https://ico.org.uk/global/contact-us/>  Or call their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)  There are National Offices for Scotland, Northern Ireland and Wales, (see ICO website) |