

**RIVER LODGE SURGERY**  
**MALLING STREET**  
**LEWES**  
**EAST SUSSEX**  
**BN7 2RD**  
**Tel: 01273 472233**  
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**ANCHOR FIELD SURGERY**  
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[www.riverlodge-ringmersurgeries.co.uk](http://www.riverlodge-ringmersurgeries.co.uk)

## **How we use your information to provide you with healthcare**

**This practice keeps medical records confidential and complies with the General Data Protection Regulation.**

**We hold your medical record so that we can provide you with safe care and treatment.**

- name, address and date of birth
- next of kin or named emergency contacts
- appointments
- what you do
- your family, friends and employers
- your health details and medical history
- lifestyle information, such as whether you smoke or drink

**We will also use your information so that this practice can check and review the quality of the care we provide. This helps us to improve our services to you.**

- We will share relevant information from your medical record with other health or social care staff or organisations when they provide you with care. For example, your GP will share information when they refer you to a specialist in a hospital. Or your GP will send details about your prescription to your chosen pharmacy. Your consent to this sharing of data, within the practice and with those others outside the practice is assumed and is allowed by the Law.
- More information on how we share your information with organisations who are directly involved in your care can be found here:  
<https://www.nhs.uk/NHSEngland/thenhs/records/healthrecords/Pages/sharing-your-records.aspx>
- Healthcare staff working in A&E and out of hours care will also have access to your information. For example, it is important that staff who are treating you in an emergency know if you have any allergic reactions. This will involve the use of your Summary Care Record. For more information see: <https://digital.nhs.uk/services/summary-care-records-scr/summary-care-records-scr-information-for-patients> or alternatively speak to your practice.
- You have the right to object to information being shared for your own care. Please speak to the practice if you wish to object. You also have the right to have any mistakes or errors corrected.

**Other important information about how your information is used to provide you with healthcare**

## **Registering for NHS care**

- All patients who receive NHS care are registered on a national database.
- This database holds your name, address, date of birth and NHS Number but it does not hold information about the care you receive.
- The database is held by NHS Digital, a national organisation which has legal responsibilities to collect NHS data.
- More information can be found at: <https://digital.nhs.uk> or the phone number for general enquires at NHS Digital 0300 303 5678.

## **Identifying patients who might be at risk of certain diseases**

Currently we do not have any Risk Stratification tools for HWLH CCG. There are plans to look at providing a new tool in the future, this Notice will be updated when this service is available.

## **Safeguarding**

- Sometimes we need to share information so that other people, including healthcare staff, children or others with safeguarding needs, are protected from risk of harm.
- These circumstances are rare.
- We do not need your consent or agreement to do this.
- Please ask at Reception to see a copy of our Safeguarding Policy.

We are required by law to provide you with the following information about how we handle your information.

<b>Data Controller</b> contact details	River Lodge and Anchor Field Surgeries
<b>Data Protection Officer</b> contact details	Dr Laith Butti, River Lodge Surgery, Malling Street, Lewes, BN7 2RD, Tel: 01273 472233
<b>Purpose</b> of the processing	<ul style="list-style-type: none"><li>• To give direct health or social care to individual patients.</li><li>• For example, when a patient agrees to a referral for direct care, such as to a hospital, relevant information about the patient will be shared with the other healthcare staff to enable them to give appropriate advice, investigations, treatments and/or care.</li><li>• To check and review the quality of care. (This is called audit and clinical governance).</li></ul>

<p><b>Lawful basis for processing</b></p>	<p>These purposes are supported under the following sections of the GDPR:</p> <p><i>Article 6(1)(e) ‘...necessary for the performance of a task carried out in the public interest or in the exercise of official authority...’; and</i></p> <p><i>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...’</i></p> <p>Healthcare staff will also respect and comply with their obligations under the common law duty of confidence.</p>
<p><b>Recipient or categories of recipients of the processed data</b></p>	<p>The data will be shared with:</p> <ul style="list-style-type: none"> <li>• healthcare professionals and staff in this surgery to include; River Lodge Surgery, Anchor Field Surgery, St Andrews Surgery and School Hill Medical Practice</li> <li>• GPs</li> <li>• local hospitals;</li> <li>• out of hours services;</li> <li>• Ambulance trusts</li> <li>• diagnostic and treatment centres;</li> <li>• Independent contractors such as dentists, opticians, pharmacists</li> <li>• Social Care Services</li> <li>• Local authorities</li> <li>• Police and Judicial Services</li> <li>• Voluntary and Private Sector Providers</li> <li>• Education Services</li> <li>• Fire and rescue services</li> <li>• or other organisations involved in the provision of direct care to individual patients.</li> <li>• National Diabetes Audit</li> <li>• NHS Commissioning Support Units</li> <li>• NHS Trusts/Foundation Trusts</li> <li>• Clinical Commissioning Groups</li> <li>• NHS Digital</li> <li>• SystemOne Clinical System</li> </ul>
<p><b>Rights to object</b></p>	<ul style="list-style-type: none"> <li>• You have the right to object to information being shared between those who are providing you with direct care.</li> <li>• This may affect the care you receive – please speak to the practice.</li> <li>• You are not able to object to your name, address and other demographic information being sent to NHS Digital.</li> <li>• This is necessary if you wish to be registered to receive NHS care.</li> <li>• You are not able to object when information is legitimately shared for safeguarding reasons.</li> <li>• In appropriate circumstances it is a legal and professional requirement to share information for safeguarding reasons. This is to protect people from harm.</li> </ul>

	<ul style="list-style-type: none"> <li>The information will be shared with the local safeguarding service. Please ask at Reception for this up to date information.</li> </ul>
<b>Right to access and correct</b>	<ul style="list-style-type: none"> <li>You have the right to access your medical record and have any errors or mistakes corrected. Please speak to a member of staff or look at our 'subject access request' policy on the practice website – <a href="http://www.riverlodge-ringmersurgeries.co.uk">http://www.riverlodge-ringmersurgeries.co.uk</a></li> <li>We are not aware of any circumstances in which you will have the right to delete correct information from your medical record; although you are free to obtain your own legal advice if you believe there is no lawful purpose for which we hold the information and contact us if you hold a different view.</li> </ul>
<b>Retention period</b>	<p>GP medical records will be kept in line with the law and national guidance. Information on how long records are kept can be found at: <a href="https://digital.nhs.uk/article/1202/Records-Management-Code-of-Practice-for-Health-and-Social-Care-2016">https://digital.nhs.uk/article/1202/Records-Management-Code-of-Practice-for-Health-and-Social-Care-2016</a> or speak to the practice.</p>
<b>Right to complain</b>	<p>You have the right to complain to the Information Commissioner's Office. If you wish to complain follow this link <a href="https://ico.org.uk/global/contact-us/">https://ico.org.uk/global/contact-us/</a> or call the helpline <b>0303 123 1113</b></p>
<b>Data we get from other organisations</b>	<p>We receive information about your health from other organisations who are involved in providing you with health and social care. For example, if you go to hospital for treatment or an operation the hospital will send us a letter to let us know what happens. This means your GP medical record is kept up-to date when you receive care from other parts of the health service.</p>