#### Fair Processing Notice (Privacy Notice)

#### Your Personal Information – what you need to know

#### Your information, what you need to know

This privacy notice explains why we collect information about you, how that information will be used, how we keep it safe and confidential and what your rights are in relation to this.

### Why we collect information about you

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. These records help to provide you with the best possible healthcare and help us to protect your safety.

We collect and hold data for the purpose of providing healthcare services to our patients and running our organisation which includes monitoring the quality of care that we provide. In carrying out this role we will collect information about you which helps us respond to your queries or secure specialist services. We will keep your information in written form and/or in digital form

### **Our Commitment to Data Privacy and Confidentiality Issues**

As a GP practice, all of our GPs, staff and associated practitioners are committed to protecting your privacy and will only process data in accordance with the Data Protection Legislation. This includes the General Data Protection Regulation (EU) 2016/679 (GDPR), the Data Protection Act (DPA) 2018, the Law Enforcement Directive (Directive (EU) 2016/680) (LED) and any applicable national Laws implementing them as amended from time to time. The legislation requires us to process personal data only if there is a legitimate basis for doing so and that any processing must be fair and lawful.

In addition, consideration will also be given to all applicable Law concerning privacy, confidentiality, the processing and sharing of personal data including the Human Rights Act 1998, the Health and Social Care Act 2012 as amended by the Health and Social Care (Safety and Quality) Act 2015, the common law duty of confidentiality and the Privacy and Electronic Communications (EC Directive) Regulations.

#### Data we collect about you

Records which this GP Practice will hold or share about you will include the following:

- <u>Personal Data</u> means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.
- <u>Special Categories of Personal Data</u> this term describes personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

- <u>Confidential Patient Information</u> this term describes information or data relating to their health and other matters disclosed to another (e.g. patient to clinician) in circumstances where it is reasonable to expect that the information will be held in confidence. Including both information 'given in confidence' and 'that which is owed a duty of confidence'. As described in the Confidentiality: NHS code of Practice: Department of Health guidance on confidentiality 2003.
- <u>Pseudonymised</u> The process of distinguishing individuals in a dataset by using a unique identifier which does not reveal their 'real world' identity.
- <u>Anonymised</u> Data in a form that does not identify individuals and where identification through its combination with other data is not likely to take place
- <u>Aggregated</u> Statistical data about several individuals that has been combined to show general trends or values without identifying individuals within the data.

#### How we use your information

Improvements in information technology are also making it possible for us to share data with other healthcare organisations for the purpose of providing you, your family and your community with better care. For example, it is possible for healthcare professionals in other services to access your record with your permission when the practice is closed. This is explained further in the Local Information Sharing at Appendix A.

Whenever you use a health or care service, such as attending Accident & Emergency or using Community Care services, important information about you is collected in a patient record for that service. Collecting this information helps to ensure you get the best possible care and treatment. The information collected about you when you use these services can also be used and provided to other organisations for purposes beyond your individual care, for instance to help with:

- improving the quality and standards of care provided
- research into the development of new treatments
- preventing illness and diseases
- monitoring safety
- planning services

This may only take place when there is a clear legal basis to use this information. All these uses help to provide better health and care for you, your family and future generations. Confidential patient information about your health and care is only used like this where allowed by law.

Most of the time, anonymised data is used for research and planning so that you cannot be identified in which case your confidential patient information isn't needed.

# A full list of details including the legal basis, any Data Processor involvement and the purposes for processing information can be found in Appendix A.

### How long do we hold information for?

All records held by the Practice will be kept for the duration specified by national guidance from NHS Digital, <u>Health and Social Care Records Code of Practice</u>. Once information that we hold has been identified for destruction it will be disposed of in the most appropriate way for the type of information

it is. Personal confidential and commercially confidential information will be disposed of by approved and secure confidential waste procedures. We keep a record of retention schedules within our information asset registers, in line with the Records Management Code of Practice for Health and Social Care 2016.

### Your right to opt out of data sharing and processing

The NHS Constitution states 'You have a right to request that your personal and confidential information is not used beyond your own care and treatment and to have your objections considered'. For further information please visit: <u>The NHS Constitution</u>

#### Type 1 Opt Out

This is an objection that prevents an individual's personal confidential information from being shared outside of their general practice except when it is being used for the purposes of direct care, or in particular circumstances required by law, such as a public health emergency like an outbreak of a pandemic disease. If you wish to apply a Type 1 Opt Out to their record they should make their wishes know to the practice manager.

#### National data opt-out

The national data opt-out was introduced on 25 May 2018, enabling patients to opt-out from the use of their data for research or planning purposes, in line with the recommendations of the National Data Guardian in her Review of Data Security, Consent and Opt-Outs.

By 2020 all health and care organisations are required to apply national data opt-outs where confidential patient information is used for research and planning purposes. NHS Digital has been applying national data opt-outs since 25 May 2018. Public Health England has been applying national data opt-outs since 2018.

The national data opt-out replaces the previous 'type 2' opt-out, which required NHS Digital not to share a patient's confidential patient information for purposes beyond their individual care. Any patient that had a type 2 opt-out recorded on or before 11 October 2018 has had it automatically converted to a national data opt-out. Those aged 13 or over were sent a letter giving them more information and a leaflet explaining the national data opt-out. For more information go to <u>National data opt out programme</u>

To find out more or to register your choice to opt out, please visit <u>www.nhs.uk/your-nhs-data-matters</u>.

On this web page you will:

- See what is meant by confidential patient information
- Find examples of when confidential patient information is used for individual care and examples of when it is used for purposes beyond individual care
- Find out more about the benefits of sharing data
- Understand more about who uses the data
- Find out how your data is protected
- Be able to access the system to view, set or change your opt-out setting
- Find the contact telephone number if you want to know any more or to set/change your optout by phone
- See the situations where the opt-out will not apply

### **Right of Access to your information (Subject Access Request)**

Under Data Protection Legislation everybody has the right have access to, or request a copy of, information we hold that can identify you, this includes your medical record, there are some safeguards regarding what you will have access and you may find information has been redacted or removed for the following reasons;

- Does not cause harm to the patient
- That legal confidentiality obligations for the non-disclosure of third-party information are adhered to

You do not need to give a reason to see your data. And requests can be made verbally or in writing. Although we may ask you to complete a form in order that we can ensure that you have the correct information you require.

Where multiple copies of the same information is requested the surgery may charge a reasonable fee for the extra copies.

You will need to provide proof of identity to receive this information.

If you would like to access your GP record online click here <a href="https://www.courtyardsurgery.com/">https://www.courtyardsurgery.com/</a>

### **Change of Details**

It is important that you tell the surgery if any of your contact details such as your name or address have changed especially if any of your other contacts details are incorrect. It is important that we are made aware of any changes **immediately** in order that no information is shared in error.

#### Mobile telephone number

If you provide us with your mobile phone number, we may use this to send you text reminders about your appointments or other health screening information. Please let us know if you do not wish to receive text reminders on your mobile.

#### **Email address**

Where you have provided us with your email address, with your consent we will use this to send you information relating to your health and the services we provide. If you do not wish to receive communications by email please let us know.

#### Notification

Data Protection Legislation requires organisations to register a notification with the Information Commissioner to describe the purposes for which they process personal and sensitive information.

We are registered as a Data Controller and our registration can be viewed online in the public register at: <u>http://ico.org.uk/what we cover/register of data controllers</u>

Any changes to this notice will be published on our website and in a prominent area at the Practice.

### **Data Protection Officer**

Should you have any data protection questions or concerns, please contact our Data Protection Officer via the surgery at: hsccg.courtyard.admin@nhs.net

### What is the right to know?

The Freedom of Information Act 2000 (FOIA) gives people a general right of access to information held by or on behalf of public authorities, promoting a culture of openness and accountability across the public sector. You can request any non-personal information that the GP Practice holds, that does not fall under an exemption. You may not ask for information that is covered by the Data Protection Legislation under FOIA. However you can request this under a right of access request – see section above 'Access to your information'.

### **Right to Complaint**

If you have concerns or are unhappy about any of our services, please contact the Practice Manager.

For independent advice about data protection, privacy and data-sharing issues, you can contact:

The Information Commissioner Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Phone: 0303 123 1113 Website: https://ico.org.uk/global/contact-us

#### The NHS Care Record Guarantee

The NHS Care Record Guarantee for England sets out the rules that govern how patient information is used in the NHS, what control the patient can have over this, the rights individuals have to request copies of their data and how data is protected under Data Protection Legislation. http://systems.digital.nhs.uk/infogov/links/nhscrg.pdf

### **The NHS Constitution**

The NHS Constitution establishes the principles and values of the NHS in England. It sets out the rights patients, the public and staff are entitled to. These rights cover how patients access health services, the quality of care you'll receive, the treatments and programs available to you, confidentiality, information and your right to complain if things go wrong. https://www.gov.uk/government/publications/the-nhs-constitution-for-england

Activity	Rationale
Clinical Commissioning	Purpose – Anonymous data is used by the CCG for planning and
Group (CCG)	performance as directed in the practices contract.
	Legal Basis – Contractual
	Processor – West Sussex CCG
Summary Care Record	Purpose - The NHS in England uses a national electronic record
	called the Summary Care Record (SCR) to support patient care. It
	contains key information from your GP record. Your SCR provides
	authorised healthcare staff with faster, secure access to essential
	information about you in an emergency or when you need
	unplanned care, where such information would otherwise be unavailable.
	unavallable.
	Legal Basis – Direct Care
	Please be aware that if you choose to opt-out of SCR, NHS
	healthcare staff caring for you outside of this surgery may not be
	aware of your current medications, allergies you suffer from and
	any bad reactions to medicines you have had, in order to treat you
	safely in an emergency. Your records will stay as they are now
	with information being shared by letter, email, and phone. If you
	wish to opt-out of having an SCR please return a completed opt-
	out form to the practice.
	Processor – NHS England and NHS Digital
Research	Purpose – We many share personal confidential or anonymous
	information with research companies. Where you have opted out of
	having your identifiable information shared for this purpose your information will be removed.
	Legal Basis - consent is required to share confidential patient
	information for research, unless there is have support under the
	Health Service (Control of Patient Information Regulations) 2002
	('section 251 support') applying via the Confidentiality Advisory Group in England and Wales
	Processor – Clinical Research Network
Individual Funding	Purpose – We may need to process your personal information where
Requests	we are required to fund specific treatment for you for a particular
	condition that is not already covered in our contracts.
	Legal Basis - The clinical professional who first identifies that you may
	need the treatment will explain to you the information that is needed
	to be collected and processed in order to assess your needs and
	commission your care; they will gain your explicit consent to share this.
	You have the right to withdraw your consent at any time

# Appendix A – The Practice will share your information with these organisations where there is a legal basis to do so.

	Data processor – West Sussex CCG
Safeguarding Adults	<b>Purpose</b> – We will share personal confidential information with the safeguarding team where there is a need to assess and evaluate any safeguarding concerns.
	<b>Legal Basis</b> - Because of public Interest issues, e.g. to protect the safety and welfare of vulnerable adults, we will rely on a statutory basis rather than consent to process information for this use.
	Data Processor – West Sussex CCG Safeguarding Team
Safeguarding Children	<b>Purpose</b> – We will share children's personal information where there is a need to assess and evaluate any safeguarding concerns.
	<b>Legal Basis</b> - Because of public Interest issues, e.g. to protect the safety and welfare of Safeguarding we will rely on a statutory basis rather than consent to share information for this use.
	Data Processor – West Sussex CCG Safeguarding Team
Risk Stratification – Preventative Care	Purpose - 'Risk stratification for case finding' is a process for identifying and managing patients who have or may be at-risk of health conditions (such as diabetes) or who are most likely to need healthcare services (such as people with frailty). Risk stratification tools used in the NHS help determine a person's risk of suffering a particular condition and enable us to focus on preventing ill health before it develops. Information about you is collected from a number of sources including NHS Trusts, GP Federations and your GP Practice. A risk score is then arrived at through an analysis of your de-identified information. This can help us identify and offer you additional services to improve your health.
	If you do not wish information about you to be included in any risk stratification programmes, please let us know. We can add a code to your records that will stop your information from being used for this purpose. Please be aware that this may limit the ability of healthcare professionals to identify if you have or are at risk of developing certain serious health conditions. Type of Data – Identifiable/Pseudonymised/Anonymised/Aggregate
	Data Legal Basis GDPR Art. 6(1) (e) and Art.9 (2) (h). The use of identifiable data by CCGs and GPs for risk stratification has been approved by the Secretary of State, through the Confidentiality Advisory Group of the Health Research Authority (approval reference (CAG 7-04)(a)/2013)) and this approval has been extended to the end of September 2022. <u>NHS</u> <u>England Risk Stratification</u> which gives us a statutory legal basis under Section 251 of the NHS Act 2006 to process data for risk stratification

[	nurposes which sets scide the duty of confidentiality. We are
	purposes which sets aside the duty of confidentiality. We are committed to conducting risk stratification effectively, in ways that are
	consistent with the laws that protect your confidentiality.
	Processors – Identity Agent
Public Health	<b>Purpose</b> – Personal identifiable and anonymous data is shared.
Screening programmes	The NHS provides national screening programmes so that certain
(identifiable)	diseases can be detected at an early stage. These currently apply to
Notifiable disease	bowel cancer, breast cancer, aortic aneurysms and diabetic retinal
information (identifiable) Smoking cessation	screening service. The law allows us to share your contact information with Public Health England so that you can be invited to the relevant
(anonymous)	screening programme.
Sexual health	More information can be found at:
(anonymous)	https://www.gov.uk/topic/population-screeningprogrammes [Or
	insert relevant link] or speak to the practice
	Legal Basis - Article 6(1)(e); "necessary in the exercise of official
	authority vested in the controller' And Article 9(2)(h) as stated below
	Data Processors – Public Health England
NHS Trusts	<b>Purpose</b> – Personal information is shared with other secondary care
	trusts in order to provide you with direct care services. This could be hospitals or community providers for a range of services, including
	treatment, operations, physio, and community nursing, ambulance
	service.
	<b>Legal Basis</b> - 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 as stated below:
	Processors – The main providers in this area :
	Surrey & Sussex Health Care Trust (SASH) Brighton & Sussex University hospital (BSUH)
	Sussex Partnership (Mental Health)
	Sussex Community NHS Trust
	This list is not exhaustive
Care Quality Commission	<b>Purpose</b> – The CQC is the regulator for the English Health and Social Care services to ensure that safe care is provided. They will inspect and
	produce reports back to the GP practice on a regular basis. The Law
	allows the CQC to access identifiable data.
	<b>Legal Basis</b> - Article 6(1) (c) "processing is necessary for compliance
	with a legal obligation to which the controller is subject." And Article 9(2) (h) as stated below
	Processors – Care Quality Commission
Payments, Invoice	Purpose - Contract holding GPs in the UK receive payments from their
validation	respective governments on a tiered basis. Most of the income is
	derived from baseline capitation payments made according to the number of patients registered with the practice on quarterly payment
L	number of patients registered with the practice of quarterly payment

	days. These amount haid her nations her quarter varies according to
	days. These amount paid per patient per quarter varies according to the age, sex and other demographic details for each patient. There are also graduated payments made according to the practice's achievement of certain agreed national quality targets known as the Quality and Outcomes Framework (QOF), for instance the proportion of diabetic patients who have had an annual review. Practices can also receive payments for participating in agreed national or local enhanced services, for instance opening early in the morning or late at night or at the weekends. Practices can also receive payments for certain national initiatives such as immunisation programs and practices may also receive incomes relating to a variety of non-patient related elements such as premises. Finally, there are short-term initiatives and projects that practices can take part in. Practices or GPs may also receive income for participating in the education of medical students, junior doctors and GPs themselves as well as research. In order to make patient based payments basic and relevant necessary data about you needs to be sent to the various payment services. The release of this data is required by English laws. <b>Legal Basis</b> - Article 6(1)(c) "processing is necessary for compliance with a legal obligation to which the controller is subject." And Article 9(2)(h) 'as stated below
	Data Processors – NHS England, CCG, Public Health
Patient Record data base	<b>Purpose</b> – Your medical record will be shared, in order that a data base can be maintained and managed in a secure way
	<b>Legal Basis</b> - Article 6(1)(e); "necessary in the exercise of official authority vested in the controller' And Article 9(2)(h) as stated below
	Processor – TPP
igpr	<b>Purpose</b> – Your medical record will be shared in order that a report can be provided to agencies such as insurance companies or solicitors
	<b>Legal Basis</b> – Your consent will be required to share your record for this purpose
	Processor - iGPR
AccurRX	<b>Purpose</b> – Your anonymous information will be shared in order to optimise your medication within your record. This will enable your GP to provide a more efficient medication regime.
	<b>Legal Basis</b> - Article 6(1)(e); "necessary in the exercise of official authority vested in the controller' And Article 9(2)(h) as stated below
Medicines Management	Processor - FDB Purpose – your medical record is shared with the medicines
Medicines Management Team	management team, in order that your medication can be kept up to date and any changes can be implemented.
	1

	<b>Legal Basis</b> - Article 6(1)(e); "necessary in the exercise of official authority vested in the controller' And Article 9(2)(h) as stated below
	Processor – West Sussex CCG
GP Federation	Purpose – Your medical record will be shared with the (name) in order
GP Extended Access	that they can provide direct care services to the patient population.
LIVI (Video Consultation)	This could be in the form of video consultations, Minor injuries clinics, GP extended access clinics
	<b>Legal Basis</b> - Article 6(1)(e); "necessary in the exercise of official authority vested in the controller' And Article 9(2)(h) as stated below
	Processor – Alliance for Better Care (ABC)
	<b>Purpose</b> – for the collection of Personal confidential data regarding
COVID-19	the diagnosis, testing, self-isolating, fitness to work, treatment
Research and Planning	medical and social interventions and recovery from Covid-19. To
	enable research and planning during the Covid-19 pandemic.
	Legal Basis - Notice under Regulation 3(4) of the Health Service
	(Control of Patient Information) Regulations 2002 (COPI), which were
	made under sections 60 (now section 251 of the NHS Act 2006) and
	64 of the Health and Social Care Act 2001. Data will only be extracted
	for those patients who have consented to the process.
	Provider - BioBank
NHS 111 COVID-19 Triage	<b>Purpose</b> – in order for NHS 111 to triage patient calls with queries
response	regarding Covid-19 during practice closures or times of pressure on
	the system, enabling the robust process for patients, potentially
	suffering with covid-19, to be triaged and treated in the most
	effective and appropriate way.
	<b>Legal Basis</b> - The Secretary of State for Health and Social Care has issued NHS Digital with a Notice under <u>Control of Patient Information</u> <u>Regulations (COPI</u> ). This allows NHS Digital to share patient
	information with organisations entitled to process this under COPI for COVID-19 purposes. This means that for GP Connect, NHSD are
	creating a single 'National Sharing Agreement' on the Spine that contains all GP practices in England.
	Patients can opt out of their information being shared with GP
	Connect by contacting their GP practice and requesting a Type 1 Opt
	out. Please note that opting out of having information shared may
	delay or impair the ability for urgent treatment.
	Processor – NHS Digital, NHS 111 via GP Connect
OptimiseRX	<b>Purpose</b> – Your anonymous information will be shared in order to optimise your medication within your record. This will enable your GP to provide a more efficient medication regime.
	<b>Legal Basis</b> - Article 6(1)(e); "necessary in the exercise of official authority vested in the controller' And Article 9(2)(h) as stated below

	Processor - FDB
Primary Care Network (PCN)	<b>Purpose</b> – Your medical record will be shared with practices in the PCN in order that they can provide direct care services to the patient population.
	<b>Legal Basis</b> - Article 6(1)(e); "necessary in the exercise of official authority vested in the controller' And Article 9(2)(h) as stated below
	<b>Processor</b> – Courtyard, Village, Cowfold & Rudgwick Surgeries – Horsham Collaborative PCN
General Practice Data for Planning and Research (GPDPR)	<b>Purpose:</b> Patients personal confidential data will be extracted and shared with NHS Digital in order to support vital health and care planning and research. Further information can be found <u>here</u> Patients may opt out of having their information shared for Planning or Research by applying a National Data Opt Out or a Type 1 Opt Out. Details of how to Opt Out can be found on our Privacy Notice. For the National Data Opt Out patients are required to register their preference below. <u>https://www.nhs.uk/your-nhs-data- matters/</u>
	For Type 1 Opt Out they can complete the form and return it to their registered practice for action by the 23 <sup>rd</sup> June 2021. <u>https://nhs-prod.global.ssl.fastly.net/binaries/content/assets/website-assets/data-and-information/data-collections/general-practice-data-for-planning-and-research/type-1-opt-out-form.docx</u>
	Legal Basis : The legal basis for this activity can be found at this link : General Practice Data for Planning and Research: NHS Digital Transparency Notice - NHS Digital
	Processor: NHS Digital
Technical Solution Pseudonymisation	<b>Purpose:</b> Personal confidential and special category data in the form of medical record, is extracted under contract for the purpose of pseudonymisation. This will allow no patient to be identified within the data set that is created. SCWCSU has been commissioned to provide a data processing service for the GPs, no other processing will be undertaken under this contract.
	<b>Legal Basis:</b> Under UKGDPR the legitimate purpose for this activity is under contract to provide assistance. Article 6(1)(e); "necessary in the exercise of official authority vested in the controller' And Article 9(2)(h) Health data as stated below
	Processor: SCW CSU

	-
Shared Care Record	<b>Purpose:</b> In order for the practice to have access to a shared record,
	the Integrated Care Service has commissioned a number of systems
	including GP connect, which is managed by NHS Digital, to enable a
	shared care record, which will assist in patient information to be used
	for a number of care related services. These may include Population
	Health Management, Direct Care, and analytics to assist with
	planning services for the use of the local health population. Where
	data is used for secondary uses no personal identifiable data will be
	used.
	Where personal confidential data is used for Research explicit
	consent will be required.
	consent win be required.
	Legal Basis: Under UK GDPR Article 6(1)(e); "necessary in the
	exercise of official authority vested in the controller'
	And Article 9(2)(h) Health data as stated below
	Processor: Plexus, NHS Digital, ESHT, ICS member providers

### **Reviews of and Changes to our Privacy Notice**

We will keep our Privacy Notice under regular review. This notice was last reviewed in July 2021.

### 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...'; and
- 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..."