

## Fair Processing Notice

### Document Control

#### A. Confidentiality Notice

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#### B. Document Details

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<b>Organisation:</b>	Primary Healthcare Darlington Ltd
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#### C. Document Revision and Approval History

Version	Date	Version Created By	Version Approved By	Comments
2	16.01.2017	Jehanne Readman	Chris Mathieson	Annual review

#### Policy Validity Statement

This policy is due for review 12 months from the latest date shown above. After this date, policy and process documents may become invalid.

Policy users should ensure that they are consulting the currently valid version of the documentation.

## **FAIR PROCESSING NOTICE**

The purpose of this notice is to inform you of the type of information (including personal information) that Primary Healthcare Darlington Ltd (PHD) holds, how that information is used, with whom we may share that information and how we keep it secure and confidential.

### **HOW WE USE INFORMATION**

We use anonymous information for statistical purposes to allow us to plan the provision of healthcare services. Examples of this include:

- Evaluation and review of services such as checking their quality and efficiency.
- Working out what illnesses people will have in the future so that we can work with the local primary care services, community services and hospital services to make sure that patient needs are met.
- Preparing statistics on NHS performance.
- Reviewing the care we provide to make sure it is of the highest standard.

### **PERSONAL AND CONFIDENTIAL INFORMATION**

For the purposes listed above, we will only use anonymised data which means that individuals can not be identified. We can only use any information that may identify you (known as personal information) in accordance with the Data Protection Act 1998 and other laws such as the Health and Social Care Act 2012.

<http://www.legislation.gov.uk/ukpga/1998/29/contents>

and

<http://www.legislation.gov.uk/ukpga/2012/7/contents/enacted>

We also have a Common Law Duty of Confidentiality to protect your information. This means that where a legal basis for using your personal or confidential information does not exist, we will not do so.

Therefore, as a provider organisation we do not routinely hold medical records or confidential patient data. There are some specific areas, however, because of our responsibilities, where we do hold and use personal information. In order to process that information we will have met a legal requirement and will use only the minimum data allowed. Examples of where we have a lawful basis for using personal confidential data are as follows:

- The information is necessary for direct healthcare for patients.
- We have received consent from individuals to be able to use their information for a specific purpose.
- There is an over-riding public interest in using the information e.g. in order to safeguard an individual, or to prevent a serious crime.
- There is a legal requirement that will allow us to use or provide information (e.g. a formal court order).
- For the health and safety of others, for example to report an infectious disease such as meningitis or measles.

The areas where we use personal information are:

- Responding to your queries, concerns or complaints
- Assessment and evaluation of safeguarding concerns for individuals

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- Incident investigations
- To identify specific patient groups and enable clinicians with the duty of care for the patient to offer appropriate care and treatment; this is known as risk stratification

### **SHARING INFORMATION**

We work with a number of other NHS and partner agencies to provide healthcare services to you. We may also share anonymised statistical information with them for the purpose of improving local services, for example understanding how conditions spread across our local area compared against other areas.

### **KEEPING INFORMATION SECURE AND CONFIDENTIAL**

All staff have contractual obligations of confidentiality, enforceable through disciplinary procedures. All staff receive annual training on confidentiality of information. Any staff who, because of their role, need to have regular access to personal information, receive additional specialist training.

We take relevant organisational and technical measures to make sure that the information we hold is secure - such as holding information in secure locations, restricting access to information to authorised personnel, secure email systems and ensuring that mobile equipment such as laptops are encrypted.

Each NHS organisation has a senior person responsible for protecting the confidentiality of patient information and enabling appropriate information sharing. This person is called the Caldicott Guardian. The Caldicott Guardian for the PHD is Sally Hutchinson, Director of Contracts & Monitoring.

### **YOUR RIGHT TO WITHDRAW CONSENT**

You have a right in law to refuse or withdraw previously granted consent to the use of your personal information.

Should you have any queries regarding this notice please contact:

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