The Doctors and Staff here want to give you the best Healthcare possible. That means we have to write in a computer record and sometimes paper records about the care we give you or that you have somewhere else.

**This record contains**

• Your name, when you were born, where you live and your closest relative;

• Notes and reports about your health;

• Notes about when we have seen you and what we saw you for

• Any medication we might have given you or injections you’ve had;

• Results of any tests you’ve had including X-rays, Blood, urine or poo tests.

• Other information from people who care for you and know you well, such as other Doctors or Nurses and relatives.

**The people who care for you use your records to:**

• Help you make decisions about your care choices;

• Make sure your care is safe and that it works;

• Work better with other people providing you with care.

**We may also need to use records about you to:**

* Check how good the care we give is;
* Protect the health of the general public;
* Help look into any worries or complaints you or your family have about your health care

**We will not share information with your name on it, unless:**

* You ask us to do so;
* We ask and you say it’s okay;
* It is clinical emergency;
* We have to do this by law

**Everyone working for the NHS has to keep your information private.** We have to:

* Keep a full and correct records of the care we give to you;
* Keep records about you private, safe and correct;
* Give you information is a way that you can understand it (eg in large print if you can’t see well).

**You have the right**

* You have the right to have your information kept private under several laws *(The Data Protection Act 1998 (DPA), The General Data Protection Regulations 2018, the Human Rights Act 1998 and the common law duty of confidentiality).*
* You also have the right to ask for a copy of your records if you want to check if we have used them correctly – Please write to the Practice FAO Data Controller at the normal surgery address with what information you require.

The Data Controller for this Practice is: Dr Nick Kaye

The Data Protection Officer for this Practice is: Jenny Cullearn