

# Patient Information and Consent Form Confidentiality and Data Protection

Please read the following information regarding your confidential data and how it is stored and shared. Please then complete and sign the back page and return this to the practice at the time of your registration.

A separate signed and dated form must be completed for each patient. Patients aged 13 and over must complete and sign the forms personally, for those aged under 13, a parent or guardian can sign the form on their behalf.

## Confidentiality

Waterfoot Medical Practice is registered with the Information Commissioners Office (ICO) and fully abides by the principles of the Data Protection Act. We are also bound by the General Medical Council guidelines and the 'General Data Protection Regulations (GDPR)' on confidentiality, which are more restrictive than the Data Protection Act.

Confidentiality is one of the cornerstones of medicine and is central to maintaining trust in the doctor-patient relationship. Information you give to us is treated in the strictest confidence.

*With whom may my information be shared?*

Other than the doctor or nurse treating you, any member of staff may need to have access to your health records. Every member of staff is bound by strict confidentiality codes of conduct, which includes what information they can access and when.

By giving us private information, it is generally understood that the information may be shared with some individuals or organisations without your written permission. This is called consent.

Examples include:

- Other doctors or nurses within the practice may be asked for a second opinion on your case.
- Administration staff will need access to your records to get results, print prescriptions or type referral letters etc.
- If you need to be referred to another health professional, such as a physiotherapist, counsellor, or hospital specialist, we will need to share relevant information with them. However, such referrals will usually have been discussed with you first.
- Selected external organisations may undertake work on our behalf. For example the East Lancashire Clinical Commissioning Group pharmacists will need to be able to view patient records to ensure patients are on the best medication for them. In most cases this will be done on the premises, but on some occasions this may be undertaken at another location. Any organisation undertaking work on our behalf will be bound by the same rules of confidentiality.
- We may be required to provide anonymous data to East Lancashire Clinical Commissioning Group for the purposes of strategic health care planning. This information is collected by Lancashire Commissioning Support Unit and stripped of any details that may identify you. Both ELCCG and LCSU are bound by the same levels of confidentiality as ourselves.

The only other circumstances where we may share information about you is where we are required to by law, including:

- Court instruction
- Where we believe a crime may have been committed where this would endanger other people (such as child abuse).
- Where it is in the patient's best interests such as where we find a patient to be unconscious or incapacitated

We will not share your personal confidential information with anyone else without your explicit consent. This includes employers, the police (except under direct orders from a court or for the purposes of investigating a serious crime), insurance companies and the council etc.

We will also not share your confidential and personal information with relatives, including a spouse.

### **Summary Care Record**

If you are registered with a GP practice in England you will have a Summary Care Record (SCR), unless you have previously chosen not to have one. It includes important information about your health:

- Medicines you are taking
- Allergies you suffer from
- Any bad reactions to medicines

You may need to be treated by health and care professionals that do not know your medical history. Essential details about your healthcare can be difficult to remember, particularly when you are unwell or have complex care needs. Having an SCR means that when you need healthcare you can be helped to recall vital information.

SCRs can help the staff involved in your care make better and safer decisions about how best to treat you. You can choose to have additional information included in your SCR, which can enhance the care you receive. This information includes:

- Your illnesses and health problems
- Operations and vaccinations you have had in the past
- How you would like to be treated - such as where you would prefer to receive care
- What support you might need
- Who should be contacted for more information about you

You have the choice of what information you would like to share and with whom. Authorised healthcare staff can only view your SCR with your permission. The information shared will solely be used for the benefit of your care and medical treatment. Your SCR consent options are outlined on the attached form – please ensure you select an option and we will note this on your medical record.

We recommend that you do not exercise the right to opt out, given the safeguards in place with the SCR and the benefits to you in the event of an emergency.

For more information about SCR, please visit <https://www.digital.nhs.uk/summary-carerecords/patients> , call NHS Digital on 0300 303 5678 or speak to us.

### **Health and Social Care Act 2012**

Under the powers of this act, the Health and Social Care Information Centre (HSCIC) can, under certain circumstances, require personal confidential data from GP Practices without

seeking patient consent first. One of the first initiatives using these powers is the care data service. This will merge data from GP's, hospitals, and other sources so that the NHS can provide a better level of integration and service planning. In future, approved researchers will have access to the information. For more information about care data please visit [www.nhs.uk/caredata](http://www.nhs.uk/caredata)

The information will be held securely and confidentially. GPs have no legal right to block requests from HSCIC for information. However, patients do have the right to block HSCIC using their data. If you wish to opt out of data sharing with HSCIC, please indicate on the form attached. If you wish to opt out, you can opt back in again at any time by informing the practice.

### **Data Protection Act**

The practice is registered under the above act and stores information for the following purposes:

- Provision of healthcare
- Healthcare administration
- Medical audit

You have the right to view your medical records. You may request to do so at any time by contacting us at the practice.