

## Elm Lodge Surgery Information Notice

Elm Lodge Surgery collects and holds data about our patients for the purpose of providing safe and effective healthcare. We recognise that our patients entrust sensitive and personal information to us and we have a responsibility to keep it accurate and secure.

Your recent medical records are kept digitally on a secure clinical system (EMIS Web). Access is password protected and is audited. Your older medical records are kept on paper in secure parts of the surgery building. Your paper records will be sent to your new GP when you are no longer registered with us. Your electronic records will be kept for the foreseeable future.

All members of our staff who have access to your data are trained in confidentiality and have signed a confidentiality agreement. Your data will only be used to provide safe and effective healthcare.

Our doctors and nurses use automated algorithms to help inform their clinical decision making, for example when deciding if prescribing a statin is appropriate.

Your *Summary Care Record (SCR)* is shared with health and care staff through a secure web portal. This contains your name, address, NHS number, current medication and allergies. Access is audited and is used to make prescribing medication safer. Let us know if you would like to opt out of the SCR.

Your *Local Care Record (LCR)* is shared with local hospitals in South East London. It is a secure system that contains your electronic patient record and is accessible to professionals directly involved in your care. Certain sensitive information is not included in the LCR. Let us know if you would like to opt out of the LCR.

When we make a referral to another service (for example to a hospital or community clinic) we will share relevant information about you with them. When you agree to a referral there is implied consent that you would like us to share this information. Please let us know at the time of the referral if you do not want us to share specific information, this may limit your treatment options.

In order to support the effective management of immunisation and screening programs we share relevant information with other NHS organisations. Your information will be kept securely and confidentially.

We are a part of the *Clinical Practice Research Datalink (CPRD)*. We share health data for use in ethically approved research studies. We do not share any information that could be used to identify you. Let us know if you would like to opt out of the CPRD.

In some circumstances we may be required by law to release your details to statutory or other official bodies. For example we would break confidentiality to prevent death or serious harm. We will only do this if there is a legal basis and will disclose the minimum of information required.

Where you give us consent, for example when applying for medical insurance, we will share your data with other organisations according to your instructions.

For more detailed information about how your data is used please see the leaflet available in the waiting room or speak to our reception team.

Our Caldicott Guardian is Dr O'Flaherty. Our Data Protection Officer is Mr Edward Drake. Both can be contacted on 02072742820. If you would like to lodge a complaint about how your data is used please contact us or the Information Commissioner's Office.