

Privacy Notice **Dr Alan Hakim – Private Clinical Practice**

Who is this Privacy Notice for and why has it been written?

This Privacy Notice is a statement by me to patients, their carers, Health and Social Care colleagues, and the public. It describes how I collect, use, retain and disclose personal information that I hold on my patients.

On the 25th May 2018, the General Data Protection Regulation (GDPR) will be introduced into UK law. GDPR means that I will be more accountable for the handling of people's personal information, and as such I have updated my Practice's data protection policies.

What personal data do I hold?

To provide my patients with the highest standards of care, I need to hold their personal information. This includes:

- Personal details such as full name, date of birth, address, telephone number, email address, and general medical practitioner details;
- Past and current medical history, and family history;
- Information about medical investigations, results, and treatments, that there have been;
- Notes of conversations, emails etc., that might occur with me for which a record needs to be kept;
- Records of consent to treatment or clinical research; and
- Any correspondence relating to them from other Health and Social Care professionals, health-care related organisations such as Health Insurers, or Tribunal or Medico-legal representatives.

How do I receive and hold information about my patients, and why?

Typically (but not exclusively) I receive information about patients either by letter from their referrer or by update from other Health and Social Care professionals supporting them; or through my email, for example by enquiry through my website.

I need to keep comprehensive and accurate personal data about patients to provide safe and appropriate care.

Security of information

Personal data is held on my Practice's computer system and/or in a secure manual filing system. The information is only accessible to those authorized by me and only for the purposes of clinical care or where previously agreed by consent for clinical research.

My computer system has secure audit trails, and information back-up occurs routinely on a daily basis.

Retaining and updating information

I will retain health records while someone is a patient of mine and after they cease to be a patient of mine for at least five years.

Information will be updated only where relevant to the further progression of care, and when provided by the patient or their nominated representative or professional colleague corresponding with me about my patient.

Disclosure of information

To provide proper and safe care I may need to disclose personal information about a patient to:

- Their general medical practitioner;
- Other health and social care professionals caring for them;
- Other health-related organisations, but with the persons permission; and
- Agents and Third parties as required by law.

Disclosure will only take place on a 'need-to-know' basis. Only those individuals/organisations who need to know to provide care, or for the proper administration of Government will be given the information.

In very limited circumstances or when required by law or a court order, personal data may have to be disclosed to a third party not connected with health care. In all other situations, disclosure will only occur when I have my patient's or their nominated representative's specific consent.

Access to records

My patients have the right of access to the data that I hold about them personally, and to receive a copy. A nominated person may access this information on another person's behalf following formal application in writing to me.

If a patient does not agree

If a patient does not wish personal data that I hold about them to be disclosed or used in the way that is described in this Policy Notice, they are asked to discuss the matter with me. They have the right to object; however, this may affect my ability to provide them with care. A patient has a right to withdraw their consent at any time, however this will not be retrospective.

How to contact me

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