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General Data Protection Regulation. Patient Information Notice.

As a practice we need to hold personal information about you on our computer system and in paper records to help us to look after your health needs. Your doctor is responsible for their accuracy and safe-keeping. Please help to keep your record up to date by informing us of any changes to your circumstances.

Doctors and practice staff have access to your medical records to enable them to do their jobs. From time to time information may be shared with others involved in your care. Anyone with access to your record is properly trained in confidentiality issues and is governed by both a legal and contractual duty to keep your details private. All information about you is held securely and appropriate safeguards are in place to prevent accidental loss. We keep your personal information securely for as long as we need to.

In some circumstances we may be required by law to release your details to statutory or other official bodies, for example if a court order is presented, or in the case of public health issues. In other circumstances you will be required to give written consent before information is released – such as for medical reports to insurance agencies or solicitors and also if you request copies of your medical records.

To ensure your privacy, we will not disclose information over the telephone or fax unless we are sure that we are talking to you. Information will not be disclosed to family, friends or spouses unless we have prior written consent, and we do not leave messages with others.

You have a right to see your records if you wish. An appointment will be required. Please ask at reception if you would like further details.

