

PORTESHAM SURGERY INFORMATION GOVERNANCE

How is my information used?

Disclosure

We only share your information with third parties for healthcare reasons such as referral to secondary care to a consultant or for an emergency admission; for an insurance claim if you have authorised this in writing; or for safeguarding or public interest concerns (eg if you have a notifiable disease).

Care Data

The Health & Social Care Act 2012 requires us by law to provide healthcare information from time to time by a computer extract to the Health and Social Care Information Centre (HSCIC) which will use the information to monitor how the NHS is working across all NHS providers (hospitals, walk-in centres, GP surgeries, community health workers etc).

The only information extracted is NHS numbers, date of birth, postcode and gender, plus specific codes depending on the information required. For example an extraction may look for every patient with a code of a particular condition such as diabetes or asthma. No patient names will be extracted.

We are legally obliged to allow these extractions, but you can refuse permission to allow your data to be included. If you wish to do this please contact reception and we will code your record so that it is excluded from any extractions. See www.nhs.uk/caredata for more information or download the opt-out form from our website.

Summary Care Records

Basic information on all NHS patients is uploaded to the centralised NHS computer known as the "Spine", to help with your care in an emergency. Standard details are uploaded such as your demographic details (name, address, date of birth and phone number) and some basic medical information on your prescriptions and any allergies. You can choose to:

1. **opt out** of this system— or ask at reception to see how your SCR would look before you decide. Or you can:
2. **"enhance"** your SCR, for example by adding details of your long-term conditions such as asthma or diabetes—this could be very useful if you travel a lot and have a complicated medical history

Electronic Sharing of information

Most information is now shared electronically (eg by email rather than post) and we automatically share your **full GP medical record** with other health providers caring for you (such as Dorset Minor Injuries Units and district nurses). Again, please tell reception if you wish to opt out of this.

How is my information protected?

Paper records: your old hand-written medical record (“Lloyd George” envelope) is stored in our reception area, which is accessible only to our staff. Any non-staff working unsupervised in the Surgery (for example our cleaners, electrician etc) sign a confidentiality agreement.

Computer records: these are stored on our clinical system (“SystmOne”) which is hosted by a secure server computer. Only staff at our practice and known to us can access those records, and all have signed our Confidentiality Policy or are bound by contracts. All staff use a “smart card” to access the clinical system and we can audit their access to records.

Training and breaches of confidentiality: our staff are trained to view a medical record only if they have a specific reason (for example to attach a hospital letter to your record or to order your repeat prescriptions at your request); not to discuss medical records with each other except where this is necessary for your healthcare, and not to disclose any information to people outside the Surgery. Any breach of our Confidentiality Policy is investigated and would be treated as gross misconduct.

Mailings: we very occasionally use a mailing company called “Docmail” to send bulk mailings out to patients, eg to those eligible for a flu vaccine, as it is much cheaper than doing the mailing ourselves. Please ask at reception if you wish to view Docmail’s Data Protection policy or if you wish to opt out of being mailed by a third party on our behalf.

If you want more information or have any concerns about how we handle your information please do not hesitate to speak to our Practice Manager, Alison Dunbar

Updated: January 2016