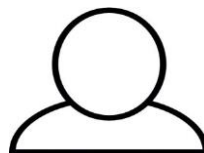





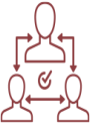



## YOUR PERSONAL INFORMATION



|  |   |
|--|---|
|  <p><b>We</b> collect, store, use, share your personal health Information for the primary purpose Direct Care &amp; Administration of Direct Care services i.e. Prevention, Investigation and Treatment of your healthcare needs</p>  |  <p><b>We</b> use up to date technology to protect your information.<br/> <b>We</b> have robust Sharing Agreements<br/> <b>We</b> regularly update our processes &amp; systems<br/> <b>We</b> ensure staff are properly trained</p>  |
|  <p><b>We</b> share your information with other health and social care, community health, and mental health professionals who have/will have a direct relationship with you for your health care related needs</p>  |  <p><b>We</b> are sometimes required by law to share your Information and may not always be able to discuss this with you directly i.e. safeguarding, court order, or reporting infectious diseases</p>  |
|  <p><b>We</b> do not keep your records longer than necessary. If you move away or register with another practice, we will send your records to the new practice</p>  |  <p><b>We</b> use data processors who are third party, who provide administration services for us to deliver healthcare services to you (website, telephone Recordings, CCTV).<br/> <b>We</b> have contracts in place, they cannot do anything with your personal information unless we have instructed them to do so.</p>  |
| <p><b>KNOW YOUR RIGHTS</b></p> <p>You have <b>rights</b> when it comes to your information:<br/>         The <b>right</b> to see what information we hold about you in the form of a Subject Access Request (SAR)<br/>         The <b>right</b> to request we restrict processing your information while the legitimate use of the information is being reviewed.<br/>         The <b>right</b> to ask us to correct any information you think is inaccurate<br/>         The <b>right</b> to object to your information being shared outside of the practice, you are not able to object to your name, address and other demographic information that is necessary if you wish to be registered to receive NHS care</p> |  <p>If you have a concern or complaint about how we use your information</p> <ol style="list-style-type: none"> <li>1. Contact the Data Controller/ Practice Manager at your GP Practice</li> <li>2. Contact the DPO, HBL ICT DPO at:<br/> <a href="https://www.hertsandwestessex.ics.nhs.uk/">https://www.hertsandwestessex.ics.nhs.uk/</a> If you are still unhappy you have the right to raise a complaint with the Information Commissioners Office (ICO) <a href="https://ico.org.uk/">https://ico.org.uk/</a></li> </ol> |



**FOR FURTHER INFORMATION ON HOW AND WHY WE USE YOUR PERSONAL INFORMATION, INCLUDING HOW LONG WE KEEP IT, YOUR RIGHTS, WHO WE SHARE IT WITH, AND HOW YOU CAN CONTACT US, PLEASE READ YOUR PRACTICE PRIVACY NOTICE**