

## How you can get access to your own records

You have the right to see and/or have copies of your medical records. Access is controlled by the General Data Protection Regulation 2018.

Applications for access to a record may be made by; the patient (including children under the age of 16 if they are deemed mature enough to understand the request), a person who has been nominated by the patient to manage their affairs, an official representative for a deceased person, a person with the authority to act on the behalf of a patient who is classed as incapable of making a request or parents of children under the age of 16 if the patient is incapable of understanding the request themselves.

We ask that requests are submitted in writing and provide as much detail as possible about the patient and the records you wish to see.

### Access for employment or insurance purposes

You are entitled to see reports provided by a GP within the practice for these purposes. The insurance company will request that you give your consent to a report being completed and you will be asked whether you wish to see the report before it is sent.

*For more information please visit our website or as a member of our reception team for copies of our other data protection leaflets "Fair Processing Statement" and "How we Use Your Information"*

Further information can be found by reference to the Health and Social Care Information Centre website.

This can be accessed at:

[www.hscic.gov.uk](http://www.hscic.gov.uk)

Or

Information Commissioner

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

01625 545745



## Cheddar Medical Centre

Roynton Way

Cheddar

BS27 3NZ

Phone: 01934 742061

E-mail: [cheddarmc.chedmed@nhs.net](mailto:cheddarmc.chedmed@nhs.net)

[www.chedmed.co.uk](http://www.chedmed.co.uk)

CHEDDAR MEDICAL CENTRE

## YOUR INFORMATION: WHAT YOU NEED TO KNOW



This leaflet explains what information we collect about you and why, how this information might be used and the rights you have to access your own medical records

*Dr J.C. Howard, Dr C.L. Laband,  
Dr C.L. Thomas, Dr D Baines, Dr H Lai,  
Dr E Ginn, Dr M Walsh and Dr A Alsop*

## What information we collect about you

**As a practice we maintain records about your health and any treatment and care you receive from the National Health Service. These help ensure that you receive the best possible care from us.**

**Your records may include:**

- Basic details about you such as your address and next of kin
- Contacts we have had with you, such as clinic visits
- Notes and reports about your health and any treatment and care you receive
- Results of investigations such as x-rays and laboratory tests
- Relevant information from other health professionals or those who care for you

## How your information is used

We maintain records of your medical history to ensure that:

- staff have accurate and up to date information about your health needs to inform your care
- information is available should you need to be referred to another service
- you receive the best possible care
- your concerns can be properly investigated if you are unhappy with your treatment

## Information for managing and planning

Where necessary patient data is shared with other NHS organisations, such as the Department of Health, the local Clinical Commissioning Group and NHS England. This enables the NHS to monitor and plan its services. Information shared for this purpose is anonymized and does not include information from your written record.

The NHS Register for England and Wales contains basic personal demographic details, such as name, address and date of birth, of all patients registered with a General Practitioner (GP).

**Data held centrally is not used to make any decisions about the treatment or care you receive from your healthcare provider.**

## Education and Research

Whilst always safeguarding confidentiality, your information can also help us with:

- Training and educating staff. You will be asked if you wish to be personally involved.
- Research approved by the Local Research Ethics Committee. You will be asked if you wish to be personally identified or involved
- Clinical audits and other work to monitor the quality of care provided

## Keeping your Information

If you choose to move to another practice your medical records will be sent to your new practice. Your electronic record at this practice will be locked so that it cannot be changed and can only be viewed in very specific circumstances.

## Sharing your information without consent

While we would never normally share any of your data without your explicit consent, there are some circumstances where we may be required to. For example:

- To prevent risk to yourself and others
- Investigation or prevention of serious crime
- Control of infectious diseases
- Notification of new births
- Formal Court Order

## How your information is kept confidential

All NHS employees have legal duty to maintain the highest level of confidentiality. Relevant information is only shared with people involved in your care, who may come from more than one organisation, e.g.:

*Local NHS Trusts, Hospitals and hospital services, Social Services, NHS 111 and Out of Hours GP services, Hospice care services, etc.*

With your consent, information can also be shared with relatives, partners or carers.

When information is shared with other organisations, it is passed securely and kept confidential by the people who receive it. We only use or pass on information which is necessary for your care. If you do not want certain information recorded, please talk to your GP or the Practice Manager.