

OUR COMMITMENT TO OUR PATIENTS

At Merchiston Surgery we have systems in place to ensure that all data stored about each of our patients is processed lawfully.

This means that we have policies in place and staff are trained to deal with your data sensitively.

Everyday Confidentiality

All staff have access to your medical and personal details which is required in relation to their roles. Staff do not access data unless it is part of their job.

All staff undergo training on confidentiality and have signed a 'Confidentiality Agreement'. They are trained not to disclose information to a third party.

If a relative wants to know information about one of our patients we will not disclose this unless we have written consent from the patient.

CONCERNS OR COMPLAINTS

If you have concerns or a complaint about how your data is used please speak to one of our receptionists or ask to speak to our Data Protection Officer who will do their best to assist you.

**Merchiston
Surgery**

**DATA
SHARING
OPTIONS**

May 2018

**The GENERAL DATA
PROTECTION REGULATIONS
2018**

The General Data Protection Regulations 2018 (GDPR) came into force on 25th May 2018.

The regulations require that we gain patient consent regarding how we use your data.

There are 2 parts:

1. Who we share your data with.

2. Whether you consent to having a Summary Care Record.

Please tick the boxes on the following two pages that apply to you and complete the following:

Name

Address:

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Postcode:

Mobile Phone:

Email:

1. Who we share your data with?

We need you to consent to how we share your data.

**There are 3 OPTIONS:
(Please select ONE option)**

We share your information with partner organisations such as the hospital (if you need a referral), community teams, Out of Hours services and the Swindon Clinical Commissioning Group who process referrals or via the anonymised audits conducted by NHS England.

You can request that we share with other organisations (as above) but only with added security. This will mean that you get sent a text or email with a pin number when you go to another organisation and they need to access your medical record. They will not be able to open your record without this pin number.

You can request that none of your data is shared with any organisation. If you do need a referral to hospital we will gain your explicit consent at the time of the referral.

2. Consent to the Summary Care Record

The Summary Care Record is a basic shared record across health care organisations.

It contains patients medication, allergies and sensitivities and it may include enhanced information, for example for patients who are at the end of their life and the hospital or a pharmacy may need urgent information about medications.

You have the right to opt out of the Summary Care Record.

Please tick ONE option below:

YES I would like a Summary Care Record.
(medication and allergies AND additional information)

YES I would like a Summary Care Record.
(medication, allergies only)

NO I would not like a Summary Care Record.