

Privacy Notice – Carers

Document History			
Date	Action/Amendments	By Whom (name/job title)	New Review Date
May 2019	Annual Review – no changes	APM/DW	May 2020

Plain English explanation

Many of our patients rely on relatives, friends, neighbours and carers for their care. These people typically collect prescriptions, medications, forms, letters, certificates, sample bottles and may also return or deliver to correspondence and items to the surgery.

In order for this to occur safely and correctly we will need to keep certain data on the carer. We may also keep data used to confirm the carer's identity. GPs have always delegated tasks and responsibilities to others that work with them in their surgeries. Your consent to this sharing of data, within the practice and with those others outside the practice is assumed and is allowed by the Law. People who have access to your information will only normally have access to that which they need to fulfil their roles. Your details as carer will only be disclosed beyond the practice if necessary for the care of the patient.

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You have the right to object to our sharing your data in these circumstances but we have an overriding responsibility to do what is in your best interests. Please see below. We are required by Articles in the General Data Protection Regulations to provide you with the information in the following 9 subsections.

1) Data Controller contact details	The Old Dispensary, 32 East Borough, Wimborne BH21 1PL
2) Data Protection Officer contact details	Data Protection Officer, Dorset CCG, Vespasian House, Dorchester DT1 1TG Tel 01305 368900
3) Purpose of the processing	You have agreed to help provide assistance to one or more of our patients. This may be in your role as a relative, friend, neighbour or carer. We need to keep certain data on you in order for this arrangement to function.

<p>4) Lawful basis for processing</p>	<p>The processing of personal data in the delivery of direct care and for providers' administrative purposes in this surgery and in support of direct care elsewhere is supported under the following Article 6 and 9 conditions of the GDPR:</p> <p><i>Article 6(1)(e) '...necessary for the performance of a task carried out in the public interest or in the exercise of official authority...'</i></p> <p><i>Article 9(2)(h) 'necessary for the purposes of preventative or occupational medicine for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services...'</i></p> <p>We will also recognise your rights established under UK case law collectively known as the "Common Law Duty of Confidentiality"*</p>
<p>5) Recipient or categories of recipients of the shared data</p>	<p>The data will be shared with Health and care professionals and support staff in this surgery. Only rarely will it be shared elsewhere, such as hospitals, diagnostic and treatment centres who may need to access your details to assist with another person's care.</p>
<p>6) Rights to object</p>	<p>You have the right to object to some or all the information being processed under Article 21. Please contact the Data Controller or the practice. You should be aware that this is a right to raise an objection, that is not the same as having an absolute right to have your wishes granted in every circumstance.</p>
<p>7) Right to access and correct</p>	<p>You have the right to access the data that is being shared and have any inaccuracies corrected. There is no right to have accurate medical records deleted except when ordered by a court of Law</p>
<p>8) Retention period</p>	<p>The data will be retained in line with the law and national guidance. https://digital.nhs.uk/article/1202/Records-Management-Code-of-Practice-for-Health-and-Social-Care-2016 or speak to the practice.</p>
<p>9) Right to Complain.</p>	<p>You have the right to complain to the Information Commissioner's Office, you can use this link https://ico.org.uk/global/contact-us/ or calling their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)</p> <p>There are National Offices for Scotland, Northern Ireland and Wales, (see ICO website)</p>