

South Warwickshire GP +

Fair Processing and Privacy Notice

How do we use your information?

The South Warwickshire Extended Access service (“the SWGP+ service”) will ensure that everyone in South Warwickshire has access to routine primary care services, including during the evening and at weekends.

The SWGP+ service is provided by GPs and other primary care staff (“healthcare staff”). All SWGP+ service staff work on behalf of South Warwickshire GP Federation

The healthcare staff that provide care for you at the SWGP+ service will include GPs, Nurses, Advanced Nurse Practitioners and Clinical Pharmacists.

This fair processing notice explains why the SWGP+ service collects information about you and how that information may be used.

The healthcare staff who provide your care will maintain records about your health and any treatment or care you have received.

These records help us to provide the best possible healthcare for you. Provided that you have given your consent at the time your appointment is booked, the GPs and clinical staff who treat you will have access to your clinical records.

Information recorded by the SWGP+ service will be electronic.

Information accessed by GPs and Healthcare staff within the SWGP+ service may include:

- details about you, such as your address, legal representative, emergency contact details and next of kin
- any contact the SWGP+ service has had with you – for example appointments, clinic visits, telephone discussions, etc
- notes and reports about your health sent from external services, such as hospitals
- details about your treatment and care
- results of investigations such as laboratory tests, x-rays, etc
- relevant information from other health professionals, relatives or those who care for you.

This information is used to facilitate the care you receive.

Legal Basis for the processing of data

The legal basis for the processing of data is Direct Care. Direct Care is care delivered to the individual alone, most of which is provided in the extended access service. After a patient agrees to a referral for direct care elsewhere, such as a referral to a specialist in a hospital, necessary and relevant information about the patient, their circumstances and their problem will need to be shared with the other healthcare workers, such as specialist, therapists, technicians etc. The information that is shared is to enable the other healthcare workers to provide the most appropriate advice, investigations, treatments, therapies and or care.

How do we maintain the confidentiality of your records?

We are committed to protecting your privacy and will only use information collected lawfully in accordance with:

- Data Protection Act 2018
- General Data Protection Regulations- effective May 2018
- Human Rights Act 1998
- Common Law Duty of Confidentiality
- Health and Social Care Act 2012
- NHS Codes of Confidentiality and Information Security
- To Share or Not to Share: The Information Governance Review

Every member of staff who works for an NHS organisation has a legal obligation to keep information about you confidential.

We will only ever use or pass on information about you if others involved in your care have a genuine need for it, or if you explicitly consent for us to do so. We will not disclose your information to any third party without your permission unless there are exceptional circumstances (i.e. in life or death situations) or in situations where the law requires information to be passed on.