

This document has other important information about how your information is used to provide you with healthcare. We are required by law to provide you with the following information about how we handle your information.

Data Controller and Data Protection Officer contact details:

Dr Niket Patel

Address: Hadley Wood Hospital, 52 Moxon Street, Barnet. EN5 5TS

Email: np@cardiologistuk.com Telephone: 0203 332 2028

Purpose of the processing:

- To give direct health or social care to individual patients.
- To share relevant information with other healthcare staff such as general practitioners and specialists to enable them to give appropriate advice, investigations, treatments and/or care.
- To check and review the quality of care. (This is called audit and clinical governance).
- To conduct research on the data we process.

Lawful basis for processing:

These purposes are supported under the following sections of the GDPR:

Article 6(1)(b) 'processing is necessary for the performance of a contract to which the data subject is party';

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...'

Healthcare staff will also respect and comply with their obligations under the common law duty of confidence.

Recipient or categories of recipients of the processed data:

The data may be shared with:

- healthcare professionals and administrative staff in this practice;
- general practitioner
- diagnostic and treatment centres;
- or other specialists and organisations involved in the provision of direct care to individual patients;
- family members and care givers in what appears to be an emergency.

This data may be processed by third party service providers, such as cloud computing and storage services (such as WriteUpp (<https://writeupp.com/secure/>)), data backup services, and billing system providers.

Rights to object:

- You may have the right to object to information being shared between those who are providing you with direct care. This may affect the care you receive – please speak to the practice. You are not able to object when information is legitimately shared for safeguarding reasons.

- In appropriate circumstances it is a legal and professional requirement to share information for safeguarding reasons. This is to protect people from harm. The information will be shared with the local safeguarding service

Right to access and correct:

- You have the right to access your medical record and have any errors or mistakes corrected. You can do this by contacting the office.
- We are not aware of any circumstances in which you will have the right to delete correct information from your medical record.

Retention period:

Medical records will be kept in line with the law and national guidance. Information on how long records are kept can be found at: <https://digital.nhs.uk/article/1202/Records-Management-Code-ofPractice-for-Health-and-Social-Care-2016> or speak to the practice.

Data Security:

Your data is processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage. We use secure electronic cloud-based systems including WriteUpp (<https://writeupp.com/secure/>), Egress (<https://www.egress.com/>) and G Suite (<https://cloud.google.com/security/gdpr/>) for secure, recoverable storage and transfer of information. These may be hosted outside of the EU. If you have provided us with an email address we may send you clinical information by encrypted email. Although it is encrypted in transit, the security of the information will also depend on your own email service and technical arrangements. Upon your request clinical information can be sent through standard email or standard Royal Mail post however the security of the information this will depend on your own email service and technical arrangements.

Right to complain:

You have the right to complain to the Information Commissioner's Office;
<https://ico.org.uk/global/contact-us/>
Tel: 0303 123 1113

Data we get from other organisations:

We receive information about your health from other organisations who are involved in providing you with health and social care. For example, if you go to hospital for treatment or an operation the hospital will send us a letter to let us know what happens. This means your medical record is kept up-to date when you receive care from other parts of the health service.

Changes to our data protection practices:

We may make reasonable changes to our data protection practices, as detailed above. Any such changes will be announced on our website (www.cardiologistuk.com) and take effect within a week of publication.