



Manor Park Surgery

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Polegate
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Privacy Notice – Extended Access Service

Extended Access Services provide additional access to core general practice services through the provision of pre-bookable and same day appointments during evenings (18:30-20:30), and at weekends and Bank Holidays.

You may be seen in this GP practice, or in another practice or clinic location. You will be seen by registered GP's, nurses and other health professionals, but it is unlikely that you will be seen by your own GP or nurse.

In all cases it is important that the health professionals providing the service are able to access the medical record on our GP practice system. Likewise, we need to be able to see any information recorded by the health professionals in the Extended Access Service.

For this reason if you are seen in the Extended Access Service we will share your medical record with the health professionals in the service.

We will always get your permission before booking you an appointment in the Extended Access Service. Once an appointment has been booked, the Extended Access Service will be able to access your medical record.

The people who have access to your information have a legal duty to maintain your confidentiality under the law. They have undertaken training in information governance.

Likewise, the Extended Hours Service has a legal obligation to maintain the confidentiality of patients, and will only use your information to support your direct care.

If you would prefer not to be seen in the Extended Access Service we will book you an appointment during regular practice hours and your information will not be shared.

If you decide you no longer want your information to be shared, please tell your GP Surgery or a member of staff within the Extended Hours Service and we will stop sharing your record. You have the right to object to our sharing your data in these circumstances and 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.

<p>1) Data Controller contact details</p>	<p>Manor Park Medical Centre, High street, Polegate. East Sussex. BN26 5DJ</p>
<p>2) Data Protection Officer contact details</p>	<p>Dr Russell Brown, GP Manor Park Medical Centre, High street, Polegate. East Sussex. BN26 5DJ Tel: 01323 482301 email: manorpark@nhs.net</p>
<p>3) Purpose of the processing</p>	<p>Extended Access Services provide additional access to core general practice services through the provision of pre-bookable and same day appointments during evenings (18:30-20:30), and at weekends and Bank Holidays.</p> <p>You may be seen in this GP practice, or in another practice or clinic location. You will be seen by registered GP's, nurses and other health professionals, but it is unlikely that you will be seen by your own GP or nurse.</p> <p>In all cases it is important that the health professionals providing the service are able to access the medical record on our GP practice system. Likewise, we need to be able to see any information recorded by the clinicians in the Extended Access Service.</p>
<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</i></p>

	<p><i>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>
5) Recipient or categories of recipients of the processed data	The data will be shared with Health and care professionals and support staff at the Extended Access Service.
6) Rights to object	<p>We will get your permission before booking you an appointment in the Extended Access Service. Once an appointment has been booked, the Extended Access Service will be able to access your medical record.</p> <p>If you would prefer not to be seen in the Extended Access Service we will book you an appointment during regular practice hours.</p> <p>If you decide you no longer want your information to be shared, please tell your GP Surgery or a member of staff within the Extended Hours Service and we will stop sharing your record.</p>
7) Right to access and correct	You have the right to access the data that is being shared and have any inaccuracies corrected. While there is a right to have accurate medical records deleted, is not absolute and only applies in certain circumstances.
8) Retention period	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.
9) Right to Complain.	<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/</p> <p>or calling their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)</p>

* “Common Law Duty of Confidentiality”, common law is not written out in one document like an Act of Parliament. It is a form of law based on previous court cases decided by judges; hence, it is also referred to as 'judge-made' or case law. The law is applied by reference to those previous cases, so common law is also said to be based on precedent.

The general position is that if information is given in circumstances where it is expected that a duty of confidence applies, that information cannot normally be disclosed without the information provider's consent.

In practice, this means that all patient information, whether held on paper, computer, visually or audio recorded, or held in the memory of the professional, must not normally be disclosed without the consent of the patient. It is irrelevant how old the patient is or what the state of their mental health is; the duty still applies.

Three circumstances making disclosure of confidential information lawful are:

- where the individual to whom the information relates has consented;
- where disclosure is in the public interest; and
- where there is a legal duty to do so, for example a court order.