**EMIS Health Ltd – EMIS Web**

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| *Plain English Explanation* | This privacy notice covers the collection and recording of information within the patient GP electronic record.The majority of information recorded arises from consultations (face to face, telephone, email, etc.) with the patient.It includes data added to the record directly (typed), added electronically (e.g. results), as well as letters and other documents that are scanned, or photographs that are taken, and subsequently added to the record.Woodland Road Surgery records such information in line with Article 5 of the GDPR:* *“adequate, relevant and limited to what is necessary”*
* *“accurate and, where necessary, kept up to date”*
* *“processed in a manner that ensures appropriate security of the personal data”*

Information is stored within our EMIS Web database, as hosted by EMIS Health Ltd (who are acting as the data processor). The database servers are located in Leeds.The “*right to erasure*” does **not** apply to the keeping of electronic GP records in this way as:* processing is necessary in the exercise of official authorityArticle 6(1)(e)
* processing is necessary for the provision of health or social careArticle 9(2)(h)
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| *Identity and contact details of the data controller and the data protection officer* | Woodland Road SurgeryDPO – Rachael Jackson – 0121 475 1065woodlandroad.surgery@nhs.net |
| *How does this comply with the Common Law Duty of Confidentiality?** *Consent*
* *Implied (e.g. direct care)*
* *Explicit (e.g. 2° uses)*
* *COPI Regulations 2002(e.g. Reg 5 - “s251”)*
* *“overriding public interest”(to safeguard you or another person)*
* *legal obligation (e.g. court order)*
 | Consent (implied)This means that it would be reasonable to infer that you agree to the use of the information as long as:* We are accessing the information to provide or support your direct care, or are satisfied that the person we are sharing the information with is accessing or receiving it for this purpose
* Information is readily available to you, explaining how your information will be used and that you have the right to object
* We have no reason to believe that you have objected
* We are satisfied that anyone we disclose personal information to understands that we are giving it to them in confidence, which they must respect
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| *Purpose of the processing and the lawful basis for the processing* | To record all relevant information about our patients (the data subjects) within their GP electronic recordThis is a **Direct Care** purposeSpecial category of data (health)Lawful bases:**Article 6(1)(e) – Official Authority****Article 9(2)(h) – Provision of health** |
| *Is this:** *Access* ***to*** *your GP record*
* *Extraction of information* ***from*** *your GP record*
* *Access to data held about you****by another data controller***
 | Access to the GP record |
| *The recipient(s), or categories of recipients, of your personal data* | All information about patients, both clinical and demographic, are recorded in their GP electronic record. That information is then available to others with a legitimate relationship to the patient (see multiple other privacy notices)EMIS Health Ltd acts as the data processor for this, hosting the patient records database at their secure servers in Leeds. |
| *Retention period of the data (or criteria used to determine the retention period)* | Standard NHS data retention policy:*“GP records should be retained until 10 years after the patient's death or after the patient has permanently left the country, unless they remain in the European Union.**Electronic patient records must not be destroyed or deleted for the foreseeable future.”*<https://www.nhs.uk/chq/Pages/1889.aspx?CategoryID=68> <https://digital.nhs.uk/media/1159/Retention-schedules-Records-Management-Code-of-Practice-for-Health-and-Social-Care-2016/xls/RMCOP-retention-schedules> <https://digital.nhs.uk/media/1158/Records-Management-Code-of-Practice-for-Health-and-Social-Care-2016/pdf/Records-management-COP-HSC-2016> Following the death of a patient all records are returned to PCSE who retain them for the required period. |
| *The existence of each of your rights* | The patient can express an objection to the storing of certain data within their record.Article 6(1)(e) gives the data subject the right to object.The right to rectification.The right of access. |
| *The right to lodge a complaint with a supervisory authority* | Yes:The Information Commissioner |
| *The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences* | No |