

**West Meon Surgery Privacy Notice**

**Our contact details**

Name: West Meon Surgery

Address: Doctors Lane, West Meon, GU32 1LR

Phone Number: 01730 829666

E-mail: hiowicb-hsi.westmeonsurgery@nhs.net

**The type of personal information we collect**

We currently collect and process the following information:

* Personal identifiers such as name, address, date of birth, contact details and NHS number.
* Medical information regarding conditions (acute and long term)
* Information regarding any treatment you receive elsewhere

**How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

* For the delivery of safe and effective healthcare services to you by the team at West Meon Surgery
* As part of Hampshire-wide or NHS England population studies (where your information is anonymised)
* For efficient management of the NHS
* For medical audits
* For Medical research

We also receive personal information indirectly, from the following sources in the following scenarios:

* From hospitals or other care settings who have been involved in providing your healthcare.
* From Adult or Child Social Services
* From the Police

We use the information that you have given us in order to provide healthcare services to you.

We may share this information with hospitals or other clinical services for the provision of health care to you.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

* **Your consent. You are able to remove your consent at any time. You can do this by contacting the Practice Manager**
* **We have a contractual obligation.**
* **We have a legal obligation.**
* **We have a vital interest.**
* **We have a legitimate interest.**
* **How we store your personal information**

Your information is stored confidentially and securely. All staff have undertaken appropriate training to ensure they fully understand your rights to data privacy. Your medical record is retained for 10 years after your death.

**Your data protection rights**

Under data protection law, you have rights including:

* **Your right of access** - You have the right to ask us for copies of your personal information.
* **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
* **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
* **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
* **Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.
* **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at West Meon Surgery if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us. You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>