

TOPCLIFFE SURGERY

HOW WE USE YOUR MEDICAL RECORDS
IMPORTANT INFORMATION FOR PATIENTS

* This practice handles medical records in-line with laws on data protection and confidentiality
* We share medical records with those who are involved in providing you with care and treatment including the Hambleton South Primary Care Network (PCN) of which we are a member
* The practice uses carefully selected third party service providers to process data on our behalf. We will always have an appropriate agreement in place to ensure that the data is secure and that they do not use or share the information other than in accordance with our instructions
* In some circumstances we will also share medical records for medical research, for example to find out more about why people get ill
* We share information when the law requires us to do so, for example, to prevent infectious diseases from spreading or to check the care being provided to you is safe.
* You have the right to be given a copy of your medical record.
* You have the right to object to your medical records being shared with those who provide you with care
* You have the right to object to your information being used for medical research and to plan health services
* You have the right to have any mistakes corrected and to complain to the Information Commissioner’s Office. Please see the practice PRIVACY NOTICE on the website or speak to a member of staff for more information about your rights
* Websites offering further sources of information:

www.topcliffesurgery.co.uk

www.nhs.uk/using-the-nhs/about-the-nhs/your-health-records/

www.nhscarerecords.nhs.uk or tel: 0300 123 3020

www.nhs.uk/your-nhs-data-matters or tel: 0300 303 5678

Ask at Reception