

1. YOUR SUMMARY CARE RECORD

Your summary care record is an electronic record of your healthcare history (and other relevant personal information) held on a national healthcare records database provided and facilitated by NHS England.

This record may be shared with other healthcare professionals and additions to this record may also be made by relevant healthcare professionals and organisations involved in your direct healthcare.

You may have the right to demand that this record is not shared with anyone who is not involved in the provision of your direct healthcare. If you wish to enquire further as to your rights in respect of not sharing information on this record then please contact the Surgery.

To find out more about the wider use of confidential personal information and to register your choice to opt out if you do not want your data to be used in this way, please visit <https://nhs.uk/your-nhs-data-matters>

Note if you do choose to opt out, you can still consent to your data being used for specific purposes. However, if you are happy with this use of information you do not need to do anything. You may however change your choice at any time.

2. WHO WE MAY PROVIDE YOUR PERSONAL INFORMATION TO AND WHY

Whenever you use a health or care service, such as attending Accident & Emergency or using Community Care Services, important information about you is collected to help ensure you get the best possible care and treatment. This information may be passed to other approved organisations where there is a legal basis, to help with planning services, improving care, research into developing new treatments and preventing illness. All of this helps in providing better care to you and your family and future generations. However, as explained in this Privacy Notice, confidential information about your health and care is only used in this way where allowed by law and would never be used for any other purpose without your clear and explicit consent.

We may pass your personal information on to the following people or organisations, because these organisations may require your information to assist them in the provision of your direct healthcare needs. It, therefore, may be important for them to be able to access your information in order to ensure they may properly deliver their services to you:

- A. Hospital professionals (such as doctors, consultants, nurses, etc);
- B. Other GPs/Doctors;
- C. Pharmacists;
- D. Nurses and other healthcare professionals;
- E. Dentists;
- F. Any other person that is involved in providing services related to your general healthcare, including mental health professionals.

3. OTHER PEOPLE WHO WE PROVIDE YOUR INFORMATION TO

Please contact the surgery if you would like more detailed information about the groups identified below.

- A. Commissioners;
- B. Clinical Commissioning Groups;
- C. Local authorities;
- D. Community health services;
- E. For the purposes of complying with the law e.g. Police, Solicitors, Insurance Companies;
- F. Anyone you have given your consent to, to view or receive your record, or part of your record.
Please note, if you give another person or organisation consent to access your record we will need to contact you to verify your consent before we release that record. It is important that you are clear and understand how much and what aspects of, your record you give consent to be disclosed.
- G. **Extended Access** – we provide extended access services to our patients which means you can access medical services outside of our normal working hours. In order to provide you with this service, we have formal arrangements in place with the Clinical Commissioning Group and with other practices whereby certain key “**hub**” practices offer this service on our behalf for you as a patient to access outside of our opening hours. This means, those key “**hub**” practices will have to have access to your medical record to be able to offer you the service. Please note to ensure that those practices comply with the law and to protect the use of your information, we have very robust data sharing agreements and other clear arrangements in place to ensure your data is always protected and used for those purposes only.

The **Hub** practices are as follows:
Derwent Practice, Norton Rd, Norton, Malton YO17 9RF
Sherburn & Rillington Practice, The Poplars, Scarborough Road, Rillington, Malton YO17 8LQ
- H. **Data Extraction by the Clinical Commissioning Group** – The clinical commissioning group at times extracts medical information about you, but the information we pass to them via our computer systems **cannot identify you to them**. This information only refers to you by way of a code that only your practice can identify (it is pseudo-anonymised). This therefore protects you from anyone who may have access to this information at the Clinical Commissioning Group from **ever** identifying you as a result of seeing the medical information and we will **never** give them the information that would enable them to do this.
- I. **Yorkshire & Humber Care Record** – The Yorkshire & Humber Care Record is a shared system that allows healthcare staff within the Humber, Coast and Vale Health and Social Care community to appropriately access the most up-to-date and correct information about patients, to deliver the best possible care. The Yorkshire & Humber Care Record Guarantee is

our commitment that we will use records about you in ways that respect your rights and promote your health and wellbeing.

- J. **Electronic Palliative Care Co-ordination System (EPaCCS) in Humber, Coast and Vale** - Patients who are at the end of life come into contact with many health and care professionals. The challenge has been in enabling different care providers to share information about an individual patient's care and end-of-life preferences in a safe, up-to-date and efficient way.

Treatment choices, how and where care is delivered and the preferred place of death are at the heart of end-of-life care. Patient choices are not static and often change during the last weeks and months of life. Typically, preferences for end-of-life care are collected by GPs and inputted into their GP system. However, this may not always reflect the latest wishes of the patient and may not be available to all of a patient's health and care providers.

EPaCCS enables the recording and sharing of a patient's care preferences and key details about their care at the end-of-life. As it is electronic it can easily be shared 24/7 between all of the clinicians and carers involved in the patient's care across organisational and geographical boundaries.

An EPaCCS record can be created, updated and shared by any member of a patient's health and care team, subject to locally-determined pathway and user administration settings. The EPaCCS record is a summary record, intended to provide an easily accessible view of the information that carers need in an end-of-life setting.

We process personal information because it is necessary to comply with our legal obligations and perform our public duty. To find out more about EPaCCS and how it supports end-of-life care in Humber, Coast and Vale go to <https://humbercoastandvale.org.uk/how/digital-futures/#EPaCCS>. If you have any queries please contact hnf-tr.yhcrhcv.carerecord@nhs.net

- K. **Royal College of General Practitioners (RCGP) Research and Surveillance Centre** - This practice is one of over 260 practices in England contributing pseudonymised data for national research and surveillance. These data enable continuous monitoring of infections and diseases in the community and is used in ethically approved research. The RCGP RSC is the main source of information for Public Health England (PHE) and helps with prediction and management of flu outbreaks and pandemics.
- L. **Medicines Management** - Your GP Practice supports a medicines management review service of medications prescribed to its patients. This service involves a review of prescribed medications to ensure patients receive the most appropriate, up to date and cost-effective treatments. This service is provided by qualified and registered healthcare professionals from within the GP practice, our NHS Primary Care Network, NHS North Yorkshire Clinical Commissioning Group or by external partners approved by the GP practice. Patient identifiable information does not leave the practice system but is accessed to ensure only appropriate clinical recommendations or decisions are made for each patient. Each patient can opt out of (or back into) the practice using their data for anything other than specified purposes or where there is a lawful requirement to do so.

M. **ACR project for patients with diabetes (and/or other conditions)** - The data is being processed for the purpose of delivery of a programme, sponsored by NHS Digital, to monitor urine for indications of chronic kidney disease (CKD) which is recommended to be undertaken annually for patients at risk of chronic kidney disease e.g., patients living with diabetes. The programme enables patients to test their kidney function from home. We will share your contact details with Healthy.io to enable them to contact you and send you a test kit. This will help identify patients at risk of kidney disease and help us agree any early interventions that can be put in place for the benefit of your care. Healthy.io will only use your data for the purposes of delivering their service to you. If you do not wish to receive a home test kit from Healthy.io we will continue to manage your care within the Practice. Healthy.io are required to hold data we send them in line with retention periods outlined in the Records Management code of Practice for Health and Social Care. Further information about this is available at: <https://lp.healthy.io/minuteofinfo/>.

N. **Outsourcing of Completion of Medical Report Requests** - We use a processor, iGPR Technologies Limited (iGPR), to assist us with responding to medical report requests relating to your patient data, such as Subject Access Requests (SARs) that you submit to us or that someone acting on your behalf submits to us; medical report requests that are submitted to us under the Access to Medical Records Act 1988 (AMRA) for example in relation to a life insurance policy that you hold or that you are applying for; report requests from the Driver and Vehicle Licensing Agency (DVLA).

iGPR manages the reporting process for us by reviewing and responding to requests in accordance with our instructions and all applicable laws, including UK data protection laws. The instructions we issue to iGPR include general instructions on responding to requests and specific instructions on issues that will require further consultation with the GP responsible for your care.

4. ANONYMISED INFORMATION

Sometimes we may provide information about you in an anonymised form. If we do so, then none of the information we provide to any other party will identify you as an individual and cannot be traced back to you.