



Practice privacy notice

Ely Bridge Surgery has a legal duty to explain how we use any personal information we collect about you, as a registered patient at the practice. Staff at this practice maintain records about your health and the treatment you receive in electronic and paper format.

What information do we collect about you?

We will collect information such as personal details, including name, address, next of kin, records of appointments, visits, telephone calls, your health records, treatment and medications, test results, X-rays, etc. and any other relevant information to enable us to deliver effective medical care.

How we will use your information

Your data is collected for the purpose of providing direct patient care; however, we can disclose this information if it is required by law, if you give consent or if it is justified in the public interest. The practice may be requested to support research; however, we will always gain your consent before sharing your information with medical research databases when the law allows.

NHS Wales also uses relevant information about your health to help improve NHS Wales' services and public health. Information will only be used or passed on to others involved in your care if they need it. Whenever your information is used for your care, it will be handled in the strictest confidence. NHS Wales will not normally disclose your personal information without your consent, unless it is in your best interests or required by law.¹

Processing your information in this way and obtaining your consent ensures that we comply with Articles 6(1)(c), 6(1)(e) and 9(2)(h) of the GDPR.

Maintaining confidentiality and accessing your records

We are committed to maintaining confidentiality and protecting the information we hold about you. We adhere to the General Data Protection Regulation (GDPR), the Confidentiality Code of Practice for Health and Social Care in Wales, as well as guidance issued by the Information Commissioner's Office (ICO). You have a right to access the information we hold about you, and if you would like to access this information, you will need to complete a Subject Access Request (SAR). Please ask at reception for a SAR form and you will be given further information. Furthermore, should you identify any inaccuracies, you have a right to have the inaccurate data corrected.

Risk stratification

Risk stratification is a mechanism used to identify and subsequently manage those patients deemed as being at high risk of requiring urgent or emergency care. Usually this includes patients with long-term conditions, e.g. cancer. Your information is collected by a number of sources, including Ely Bridge Surgery; this information is

¹ [NHS Direct Wales](#)

processed electronically and given a risk score which is relayed to your GP who can then decide on any necessary actions to ensure that you receive the most appropriate care.

Invoice validation

Your information may be shared if you have received treatment to determine which local health board is responsible for paying for your treatment. This information may include your name, address and treatment date. All of this information is held securely and confidentially; it will not be used for any other purpose or shared with any third parties.

Opt-outs

You have a right to object to your information being shared. Should you wish to opt out of data collection, please contact a member of staff who will be able to explain how you can opt out and prevent the sharing of your information outside this practice.

Retention periods

In accordance with the Records Management Code of Practice for Health and Social Care 2016, your healthcare records will be retained for the duration of your life and for 10 years after your death.

What to do if you have any questions

Should you have any questions about our privacy policy or the information we hold about you, you can:

1. Contact the practice's data controller via email at practice.manager.w97040@wales.nhs.uk. GP practices are data controllers for the data they hold about their patients²
2. Write to the data controller at Ely Bridge Surgery, 23 Mill Road, Ely, Cardiff, CF5 4AD
3. Ask to speak to the practice manager Nicola Gardner or their deputy Lisa Parkhouse

The interim Data Protection Officer (DPO) for Ely Bridge Surgery is Nicola Gardner and she is based at Ely Bridge Surgery

Complaints

In the unlikely event that you are unhappy with any element of our data-processing methods, you have the right to lodge a complaint with the ICO. For further details, visit ico.org.uk and select 'Raising a concern'.

Changes to our privacy policy

We regularly review our privacy policy and any updates will be published on our website, and on posters to reflect the changes. This policy is to be reviewed in December 2018

² [BMA GPs as data controllers under the GDPR](#)