

Fair Processing Notice

HOW WE USE YOUR INFORMATION TO PREDICT IF YOU WILL NEED HOSPITAL TREATMENT

Our Practice keep records about your health and the care you receive. They may include:

- basic details about you, such as address and next of kin**
- contacts we have had with you, such as GP appointments and clinic visits**
- reports about your health and any treatment or care you need**
- details and records about the treatment and care you receive**
- results of investigations, such as X-rays and laboratory tests**
- relevant information from other health professionals, relatives or carers**

To ensure you receive the best possible care, we use the information we hold about you to work out how likely it is that you will need hospital care in the future. We do this by combining our records with information held by other NHS services. The analysis is done on our behalf by the North West London Commissioning Support Unit, who are also part of the NHS. The calculation is done automatically, which means that no-one outside the healthcare team in the practice routinely sees your information. Access to data may be required in extremely rare circumstances. Should access ever be required, this will be under very tightly managed processes and your GP practice will be asked for their approval.

The results of the analysis help us to decide the best course of treatment to avoid you needing hospital treatment. Your doctor will discuss this with you. Your doctor may feel that social services may be able offer you other care services. Before discussing your circumstances with social services, your doctor will ask your consent to do this.

We maintain our legal duty of confidentiality to you at all times. We will only ever use or pass on information about you if others involved in your care have a genuine need for it. We will not disclose your information to third parties without your permission unless there are exceptional circumstances, such as when the health or safety of others is at risk or where the law requires information to be passed on.

You have a right under the Data Protection Act 1998 to find out what information we hold about you. This is known as 'the right of subject access'. If you would like to make a subject access request, please make this request in writing to the Practice Manager. If you would like to know more about how we use your information, or if you do not want us to use your information in this way, please contact the Practice Manager.