The Doctors and Staff here want to give you the best Healthcare possible. That means we have to write in a computer record and sometimes paper records about the care we give you or that you have somewhere else.

**This record contains**

* Your name, when you were born, where you live and your closest relative;
* Notes and reports about your health;
* Notes about when we have seen you and what we saw you for
* Any medication we might have given you or injections you’ve had;
* Results of any tests you’ve had including x-rays, blood, and urine or poo tests.
* Recordings of your voice on the telephone
* Other information from people who care for you and know you well, such as other Doctors or Nurses and relatives.

**The people who care for you use your records to:**

* Help you make decisions about your care choices;
* Make sure your care is safe and that it works;
* Work better with other people providing you with care.

**We may also need to use records about you to:**

* Check how good the care we give is;
* Protect the health of the general public;
* Help look into any worries or complaints you or your family have about your health care

**We will not share information with your name on it, unless:**

* You ask us to do so;
* We ask and you say it’s okay;
* It is a clinical emergency;
* We have to do this by law

**Everyone working for the NHS has to keep your information private.** We have to:

* Keep a full and correct records of the care we give to you;
* Keep records about you private, safe and correct;
* Give you information in a way that you can understand it (e.g. in large print if you can’t see well).

**You have the right**

* You have the right to have your information kept private under several laws *(The Data Protection Act 1998 (DPA), The General Data Protection Regulations 2018, the Human Rights Act 1998 and the common law duty of confidentiality).*
* You also have the right to ask for a copy of your records if you want to check if we have used them correctly – Please write to the Practice FAO Data Controller at the normal surgery address with what information you require.

Our practice is compliant with the National Data Opt-out – this means that if you choose to opt-out your data will not be used for research or planning in the NHS. If you are age 13 or over you can set your own choice <https://www.nhs.uk/your-nhs-data-matters/manage-your-choice/>

The Data Controller for this Practice is: Meltham Road Surgery

The Data Protection Officer for this Practice is: this.dpo@nhs.net