## The Lomond Practice - Privacy Notice

The Lomond Practice 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.

In order to comply with its legal obligations, this practice may send data to SPIRE (Scottish Primary Care Information Resource). This data will always be anonymised and your personal information never disclosed. However, if you do not wish your anonymised health data to be shared, you can opt out of this sharing service by completing a form held at Reception.

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 NHS Codes of Confidentiality and Security, as well as guidance issued by the Information Commissioner’s Office (ICO).

**Retention periods**

In accordance with the NHS Codes of Practice for Records Management, your healthcare records will be retained for 10 years after death, or if a patient emigrates, for 10 years after the date of emigration.

**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

[fife-uhb.f20606lomond@nhs.net](mailto:fife-uhb.f20606lomond@nhs.net). GP practices are data controllers for the data they hold about their patients[[1]](#footnote-1) . Please note however, that we do hold data on patients that is directly taken from hospitals and other healthcare departments and are not responsible for the content of this correspondence. In inaccuracies should be directed to the originator.

1. Write to the data controller at Practice Manager, The Lomond Practice, Glenwood Health Centre, Glenrothes, KY6 1HL.
2. Ask to speak to the Practice Manager, or the Office Manager

**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 Practice or 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.

1. [BMA GPs as data controllers under the GDPR](https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&ved=0ahUKEwi3gLCPg-zZAhWHJMAKHceMAvoQFgg7MAE&url=https%3A%2F%2Fwww.bma.org.uk%2F-%2Fmedia%2Ffiles%2Fpdfs%2Femployment%2520advice%2Fethics%2Fgps-data-controllers-under-gdpr-mar2018.pdf%3Fla%3Den&usg=AOvVaw31JOTJSIlR7y9BCae7OFfA) [↑](#footnote-ref-1)