

# NORTHIAM & BROAD OAK SURGERIES

DR P M JAMES  
MB BS MRCCGP

DR S PARNELL  
BM BCh MA DRCOG MRCCGP

DR R ALBARDIAZ  
MB BChir DRCOG MRCCGP

Associate GP  
DR L P WATERS MB BS  
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THE SURGERY  
MAIN STREET  
NORTHIAM  
RYE  
EAST SUSSEX  
TN31 6ND

TEL: 01797 252140  
FAX: 01797 252077

Dear Patient

Welcome to the Northiam & Broad Oak Surgery!

You will have received a copy of our Practice Information Booklet which will give you helpful information on all practice services, including smoking cessation, on-line facility for making appointments and requesting repeat medication, out-of-hours contacts, as well as consultation times and opening hours.

As your new medical advisers, we hope that you will take advantage of an initial consultation to discuss any current problems, medication, health promotion requirements or any other relevant concerns that you may have.

Please telephone the surgery to make an appointment for 20 minutes for your initial consultation, comprising 10 minutes with the Practice Nurse and 10 minutes with the Doctor. To save time, please bring a clean specimen of urine when you consult.

If you find that you are unable to attend your appointment please contact the Receptionist in good time to let us know so that your appointment can be re-booked.

We look forward to seeing you within the first 28 days of your registration at a time convenient to you.

Yours sincerely

Dr Philip James

Dr Sally Parnell

Dr Richard Albardiaz

Dr Lelly Waters

# NORTHIAM & BROAD OAK SURGERIES

## Confidentiality Statement

### How do we protect your personal data?

As a practice we hold your personal information and details of any care you have received. Your data is held securely in compliance with all legislation.

Summary data, (details of medication, allergies etc.) is held centrally and available should you require treatment anywhere in the NHS. However, your detailed medical history is not shared and can only be accessed by staff within the practice.

We will not share *any* data without your consent unless there are exceptional (life or death) circumstances or where the law requires.

You have the right to see your personal information and we can provide you with access to your records.

Your data does contribute to the production of overall NHS statistics but personal details that would identify you are never part of this analysis. We will also use your information in reviewing prescribed medications and in preventative screening.

Data Usage	Description
NHS Digital	We maintain your details on a secure computer system provided by NHS digital.
Summary Care Record	Every registered patient has a Summary Care Record held centrally where basic information (medication, allergies) is available should you require treatment anywhere in the NHS.
Routine care and referrals	We maintain data personal data and medical history in order to provide for your care in the practice and the wider NHS.
Screening Programmes	You may be offered National Screening Programmes to detected disease at an early stage.
Emergencies	Occasions when and intervention is necessary in order to save or protect your life
Care Quality Commission	The CQC inspect general practices roughly once every 5 years
NHS Planning	Data is used to understand potential high-level risks to the NHS
Public Health	The practice provides a range of information from general statistic on things like smoking to details of notifiable illnesses
Payments	This practice is paid by the NHS to deliver a range of services
Research	Research organisations may ask us to identify suitable patients to seek their consent. You will never be approached directly.
Safeguarding	protecting those who are at risk, for example children or vulnerable adults

# **NORTHIAM & BROAD OAK SURGERIES**

## Confidentiality Statement

### **Northiam & Broad Oak Surgeries Privacy Notices**

Our practice has always provided security around your personal information and how it is used to deliver the care and services you need. All of the data we hold about you is secured in line with legislation and complies with the General Data Protection Regulations (GDPR) which came into force in May 2018.

### **Your rights under GDPR legislation?**

Under the General Data Protection Regulations (GDPR), any organisation using your personal data must have your explicit consent. However, in the legislation GP practices have a legal basis for processing your confidential health data for the provision of your Direct Care (see page 3) and consent is implied by registering with the practice.

Below, you will find detailed the specific circumstances in which your personal data is used within the Health Service. Details of the important subsections of the legislation are listed on page 14.

### **Your rights to see your information**

You have a right to access your medical records and these can be accessed either directly online or in the surgery by appointment. You may give permission to third parties (for example a solicitor or insurance company) to be provided with copies of your records.

### **Your rights as a Parent or Guardian**

In Article 8, the GDPR introduces specific protections for children by limiting their ability to consent to data processing without parental authorisation. The age of consent in the UK is 16.

### **Need more information?**

The details of all the areas where your data is stored or could be used are listed below. Full details of these are available from reception or on our website.

# NORTHIAM & BROAD OAK SURGERIES

Your Summary Care Record

## The Summary Care Record - your emergency care summary

Your Summary Care Record (SCR) is an electronic record of important information and is created automatically from the systems we use in this practice. The record contains information about any medicines you are taking, allergies you suffer from and any bad reactions to medicines you have had to ensure those caring for you have enough information to treat you safely.

You may choose to include other additional information in your SCR covering:

- Long term health conditions - asthma, diabetes, heart problems
- Any relevant medical history – clinical procedures you have had, why you need a specific medicine and the care you are currently receiving)
- Personal preferences – religious beliefs or legal decisions you have made
- Immunisations – details of previous vaccinations including tetanus.

Specific sensitive information like fertility treatments, sexually transmitted infections, pregnancy terminations and gender reassignment will **not** be automatically loaded.

You can choose what information to share or choose not to have a Summary Care Record and you can change your mind **at any time** by informing your GP practice.

Any shared information can only be viewed by authorised healthcare staff and they will always ask your permission before they look at it. The information shared will solely be used for the benefit of your care. If you choose to opt-out of sharing an electronic summary then your records will stay as they are now with information being shared by letter, email, fax or phone.

If you do nothing we will create a Summary Care Record for you. Children under 16 will automatically have a Summary Care Record created for them unless their parent or guardian chooses to opt them out. If you are the parent or guardian of a child under 16 and feel that they are old enough to understand, then you should make this information available to them.

# NORTHIAM & BROAD OAK SURGERIES

Your Summary Care Record

## OPT-OUT FORM

### Request for my clinical information to be withheld from the Summary Care Record

If you **DO NOT** want a Summary Care Record please fill out the form and hand it to reception.

#### A. Please complete in BLOCK CAPITALS

Title ..... Surname / Family name.....

Forename(s) .....

Address .....

Postcode ..... Phone No ..... Date of birth  
.....

NHS Number (if known) ..... Signature .....

B. If you are filling out this form **on behalf of another person or a child**, their GP practice will consider this request. Please ensure you fill out their details in section A and your details in section B

Your name ..... Your signature.....

Relationship to patient ..... Date.....

#### What does it mean if *IDO NOT* have a Summary Care Record?

NHS healthcare staff caring for you may not be aware of your current medications, allergies you suffer from and any bad reactions to medicines you have had, in order to treat you safely in an emergency. Your records will stay as they are now with information being shared by letter, email, fax or phone.

If you have any questions, or if you want to discuss your choices, please ask at reception.

# NORTHAM & BROAD OAK SURGERIES

## Additional Information

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Dear Patient,

Thank you for registering with our practice.

In addition to completing the details on the Registration Form, we need more information from you and I would be grateful if you could complete the sections below:

About you	
Work telephone number:	
Mobile telephone number:	<input type="checkbox"/> preferred
Email address	<input type="checkbox"/> preferred
Are you a carer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a carer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the answer to either of the above question is 'Yes', is that person a patient at the practice?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ethnic group:	
<input type="checkbox"/> British or mixed British	<input type="checkbox"/> Irish
Other White background, e.g. <input type="checkbox"/> White & Asian <input type="checkbox"/> White & Black African <input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Caribbean
<input type="checkbox"/> Indian or British Indian	<input type="checkbox"/> Pakistani or British Pakistani
<input type="checkbox"/> Bangladeshi or British Bangladeshi	<input type="checkbox"/> Chinese
<input type="checkbox"/> African	<input type="checkbox"/> Other Asian background
<input type="checkbox"/> Other black background	<input type="checkbox"/> Other mixed background
Other Services	
Would you like online access for appointments, repeat prescriptions etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you like additional information added to your summary care record?	<input type="checkbox"/> Yes <input type="checkbox"/> No

ID Provided

Thank you for your help.

# NORTHAM & BROAD OAK SURGERIES

## Additional Information

### Application for Patient Online Services

We provide online access to our services via a service known as Patient Access which allows you to order repeat medication, make appointments and view your patient record.

Please complete the form below if you would like to make use of this service.

Surname:	Date of birth:
First name:	
Address:	
Postcode:	
Email address:	
Telephone number:	Mobile number:

I wish to have access to the following online services:

1. Booking appointments	<input type="checkbox"/>
2. Requesting repeat prescriptions	<input type="checkbox"/>
3. View summary information in GP record (medications, allergies, bad reactions)	<input type="checkbox"/>

I wish to access services online and understand and agree with each statement (tick)

1. I have read and understood the information leaflet provided by the practice	<input type="checkbox"/>
2. I will be responsible for the security of the information that I see or download	<input type="checkbox"/>
3. If I choose to share my information with anyone else, this is at my own risk	<input type="checkbox"/>
4. I will contact the practice as soon as possible if I suspect that my account has been accessed by someone without my agreement	<input type="checkbox"/>
5. If I see information in my record that is not about me or is incorrect, I will contact the practice as soon as possible	<input type="checkbox"/>

Signature	Date
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### For practice use only

Patient NHS number		Practice computer ID number	
Identity verified by (initials)	Date	Method Vouching <input type="checkbox"/> Vouching with information in record <input type="checkbox"/> Photo ID and proof of residence <input type="checkbox"/>	
Authorised by:		Date	
Date account created			
Detailed handed to patient			