

# BROOMHILL & LODGE MOOR SURGERIES

5 Lawson Road & 14 Blackbrook Road, Sheffield  
(0114) 266 5344 (0114) 230 6777

## Privacy Notice – EMIS Web

This practice uses EMIS Web as its clinical system. All aspects of your direct primary care management are recorded on this system (this includes: consultations, medication, investigation results and correspondence from secondary care)

Your electronic medical records are accessible to all the clerical and clinical team members at our practices in order to facilitate all aspects of your direct medical care. They are also partially accessible to other primary care providers directly involved in your care (for example, out of hours general practitioner service, community district nurses and specialist nurses)

Your electronic records are stored on EMIS Web Ltd secure server based in Leeds.

<b>1) Data Controller contact details</b>	Broomhill & Lodge Moor Surgeries 5 Lawson Road Sheffield S10 5BU (0114) 266 5344 <a href="mailto:SHECCG.broomhill@nhs.net">SHECCG.broomhill@nhs.net</a>
<b>2) Data Protection Officer</b>	Dr Christopher Parry Broomhill & Lodge Moor Surgeries 5 Lawson Road Sheffield S10 5BU (0114) 266 5344 <a href="mailto:SHECC.broomhill@nhs.net">SHECC.broomhill@nhs.net</a>
<b>3) Purpose of the sharing</b>	Direct patient care.
<b>4) Lawful basis for processing or sharing</b>	To record all relevant information about our patients (the data subjects) within their GP electronic record This is a <b>Direct Care</b> purpose Special category of data (health)  <b>Article 6(1)(e) – Official Authority</b> “processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;”  <b>Article 9(2)(h) – Provision of health</b> “processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;”

<p><b>5) Recipient or categories of recipients of the shared data</b></p>	<p>All information about patients, both clinical and demographic, are recorded in their GP electronic record. That information is then available to others with a legitimate relationship to the patient (see multiple other privacy notices)</p> <p>EMIS Health Ltd acts as the data processor for this, hosting the patient records database at their secure servers in Leeds.</p>
<p><b>6) Rights to object</b></p>	<p>The patient can express an objection to the storing of certain data within their record. Article 6(1)(e) gives the data subject the right to object. The right to rectification. The right of access.</p>
<p><b>7) Right to access and correct</b></p>	<p>You have the right to access any identifiable data that is being shared and have any inaccuracies corrected.</p>
<p><b>8) Retention period</b></p>	<p>Standard NHS data retention policy:</p> <p><i>“GP records should be retained until 10 years after the patient's death or after the patient has permanently left the country, unless they remain in the European Union.</i></p> <p><i>Electronic patient records must not be destroyed or deleted for the foreseeable future.”</i></p> <p><a href="https://www.nhs.uk/chq/Pages/1889.aspx?CategoryID=68">https://www.nhs.uk/chq/Pages/1889.aspx?CategoryID=68</a></p> <p><a href="https://digital.nhs.uk/media/1159/Retention-schedules-Records-Management-Code-of-Practice-for-Health-and-Social-Care-2016/xls/RMCOP-retention-schedules">https://digital.nhs.uk/media/1159/Retention-schedules-Records-Management-Code-of-Practice-for-Health-and-Social-Care-2016/xls/RMCOP-retention-schedules</a></p> <p><a href="https://digital.nhs.uk/media/1158/Records-Management-Code-of-Practice-for-Health-and-Social-Care-2016/pdf/Records-management-COP-HSC-2016">https://digital.nhs.uk/media/1158/Records-Management-Code-of-Practice-for-Health-and-Social-Care-2016/pdf/Records-management-COP-HSC-2016</a></p>
<p><b>9) Right to Complain</b></p>	<p>You have the right to complain to the Information Commissioner’s Office, you can use this link <a href="https://ico.org.uk/global/contact-us/">https://ico.org.uk/global/contact-us/</a></p> <p>or calling their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)</p> <p>There are National Offices for Scotland, Northern Ireland and Wales, (see ICO website)</p>