

# BROOMHILL & LODGE MOOR SURGERIES

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



## Privacy Notice – Patient Online Services

This practice uses EMIS Web as its clinical system. You are able to apply for access to our online patient access service giving you direct access to book and cancel appointments, request repeat medication and some areas of your clinical record.

This service also enables patients to access extended elements of their medical records such as investigation results. This requires specific consent and more details are available on request or through our websites [www.broomhill surgery.co.uk](http://www.broomhill surgery.co.uk) and [www.lodgemoorsurgery.co.uk](http://www.lodgemoorsurgery.co.uk)

<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>	To enable patients to securely access their GP record online and be able to book appointments, request repeat medication and view their medical information.
<b>4) Lawful basis for processing or sharing</b>	<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;”
<b>5) Recipient or categories of recipients of the shared data</b>	You are the recipient in this case.
<b>6) Rights to object</b>	The patient can express an objection to the storing of certain data within their record.

	<p>Article 6(1)(e) gives the data subject the right to object.</p> <p>The right to rectification.</p> <p>The right of access.</p>
<b>7) Right to access and correct</b>	<p>You have the right to access any identifiable data that is being shared and have any inaccuracies corrected.</p>
<b>8) Retention period</b>	<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>
<b>9) Right to Complain</b>	<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>