

Butetown Medical Practice

**Privacy Information Leaflet**

**Butetown Medical Practice**

**@ Loudon**

**Plas Iona**

**Butetown**

**Cardiff**

**CF10 5HW**

**Tel: 02920 483126**

**www.butetowndoctors.co.uk**

**What is a privacy notice?**

A privacy notice is a statement that discloses some or all of the ways in which the practice gathers, uses, discloses and manages a patient’s data. It fulfils a legal requirement to protect a patient’s privacy.

**Why do we need one?**

To ensure compliance with the General Data Protection Regulation (GDPR), Butetown Medical Practice must ensure that information is provided to patients about how their personal data is processed in a manner which is:

* Concise, transparent, intelligible and easily accessible
* Written in cleat and plain language, particularly if addressed to a child; and
* Free of charge

**What is GDPR?**

The GDPR replaces the Data Protection Directive 95/46/EC and is designed to harmonise data privacy laws across Europe, to protect and empower all EU citizens’ data privacy and to reshape the way in which organisations across the region approach data privacy. The GDPR comes into effect on 25th May 2018.

**How do we communicate our privacy notice?**

At Butetown Medical Practice, the practice privacy notice is displayed on our website, through signage in the waiting room and in writing during patient registration (by means of this leaflet). We will:-

* Inform patients how their data will be used and for what purpose
* Allow patients to opt out of sharing their data, should they so wish

**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 do we use your information?**

Your details 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 such as the Clinical Practice Research Datalink and QResearch or others when the law allows

**Maintaining confidentiality**

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)

**Risk stratification**

Risk stratification is a mechanism used to identify and subsequently manage those patients deemed as being at high risk of requiring urgent or emergency care. Usually this includes patients with long term conditions, e.g cancer. Your information is collected by a number of sources including Butetown Medical Practice; this information is processed electronically and given a risk score which is relayed to your GP who can then decide on any necessary actions to ensure that you receive the most appropriate care.

**Invoice validation**

Your information may be shared if you received treatment to determine which Clinical Commissioning Group (CCG) is responsible for paying for the treatment. The information may include your name, address and treatment date. All of this information is held securely and confidentiality; it will not be used for any other purpose or shared with any third parties.