

ASHWELL SURGERY

POL028: PRIVACY NOTICE



Ashwell
Surgery

Document Control

A. Confidentiality Notice

This document and the information contained therein is the property of Ashwell Surgery

This document contains information that is privileged, confidential or otherwise protected from disclosure. It must not be used by, or its contents reproduced or otherwise copied or disclosed without prior consent in writing from Ashwell Surgery.

B. Document Details

Classification:	Internal
Author and Role:	Katie Prince (Practice Manager)
Organisation:	Ashwell Surgery
Document Reference:	POL028 -Ashwell Privacy Notice
Current Version Number:	Version 3.3
Current Document Approved By:	Katie Prince
Date Approved:	12/05/2026
Review Date	12/05/2027

C. Document Revision and Approval History

Version	Date	Version Created By:	Version Approved By:	Comments
3.1	28/11/25	Katie Prince	Katie Prince	Version 3 updated to include new legal requirement to share data with OpenSAFELY
3.2	06/01/2026	Katie Prince	Katie Prince	V3.1 updated to include section on Open Safely
3.3	12/05/2026	Katie Prince	Dr Leigh Howe	V3.2 - Updated to include GPS -Removed references to HWE ICB and replaced with Central East ICB . -removed and / or updated hyperlinks for ICB information - S15 date amended to reflect latest change date

ASHWELL SURGERY

POL028: PRIVACY NOTICE



Ashwell
Surgery

Table of Contents

- [About Us](#)
- [Contact Us](#)
- [Information We Collect About You and Why](#)
- [Lawful Basis Relied on for Processing Information About You](#)
- [Direct Care Services and Who We May Provide Your Information to and Why](#)
- [Case Findings and Risk Stratification](#)
- [People and Organisations involved in your care](#)
- [Diagnostic Organisations](#)
- [Pharmacies](#)
- [Referrals](#)
- [National Screening Programmes:](#)
- [Record Sharing Programmes](#)
 - [My Care Record](#)
 - [Health Information Exchange Gateway](#)
 - [Extended Access](#)
 - [Primary Care Networks \(PCN\)](#)

[Your Summary Care Record and Summary Care Record with Additional Information](#)

[Summary Care Record \(SCR\)](#)

[Summary Care Record with Additional information](#)

[Central East Integrated Care Board](#)

[Third Party Technical Support Processors](#)

[Electronic Prescribing Services \(EPS\)](#)

[Online Consultation Services](#)

[Video and Telephone Consultations](#)

[NHS App](#)

[Non-Direct Care Services Where Your Information May Be Used:](#)

[National Data Opt –Out](#)

[Central East ICB](#)

[NHS Digital](#)

[Research Organisations](#)

ASHWELL SURGERY

POL028: PRIVACY NOTICE



Ashwell
Surgery

[OpenSAFELY](#)

[Individual Rights](#)

[Subject Access Requests \(SAR\)](#)

[Access Requests for Deceased Patient Records:](#)

[Right to Restriction of Processing](#)

[Right to Rectification/Correction](#)

[Right to be Forgotten](#)

[Right to Objection](#)

[Right to Portability](#)

[Right to be informed of Automated Decision-Making including profiling](#)

[How Long Do We Keep Your Information](#)

[Our Website](#)

[Cookies](#)

[Wi-Fi](#)

[Data Security](#)

[Organisational Security](#)

[Where to find our Privacy Notice](#)

[Changes to our Privacy Notice](#)

1. **About Us**

We, at the Ashwell Surgery ('**the Surgery**') situated at Ashwell and Bassingbourn, are a **Data Controller** of your information. This means we are responsible for determining the purpose for collecting, storing and handling your personal and healthcare information when you are registered with us as a patient.

Our aim is to provide you with the highest quality healthcare. To do this we must keep information about you, your health, and the care that is provided, or is planned to be provided, to you. This information is collectively known as your 'health record'. The purposes for which we use the information held in your health record are set out in this Privacy Notice.

It is important to us that you are informed about how we use the information we hold about you. If you have any questions about this Privacy Notice or any other concern regarding how your personal and healthcare information is used, then please contact us.

2. **Contact Us**

A. Data Controller

ASHWELL SURGERY

POL028: PRIVACY NOTICE



Ashwell
Surgery

The contact details of the named, responsible Data Controller at the practice is:

Dr Leigh Howe

You can contact Dr Leigh Howe, or Katie Prince at Ashwell Surgery if:

1. You have any questions about your information being held
2. You require access to your information or if you wish to make a change to your information please contact: Katie Prince at Ashwell Surgery
3. Any other query in relation to this Privacy Notice and your rights as a patient.

B. If you have a concern

If you have a concern or complaint about the way we handle your personal data or how we have used or handled your personal and/or healthcare information, **please contact the Data Controller** on the contact information provided, so we can review your concern in accordance with our internal policy.

In the event that your concern was not resolved by your contact with our named Data Controller, then please contact our Data Protection Officer on the details below.

You also have the right to raise any concern or complaint with the UK supervisory authority, at the **Information Commissioner's Office (ICO)**: <https://ico.org.uk/> or telephone: 0303 123 1113.

C. Data Protection Officer

The Data Protection Officer (DPO) function for this practice is provided by Central East ICB. If you wish to contact the DPO or have a concern about anything to do with the personal and healthcare information we hold about you (that was not resolved by your enquiry with the practice), please contact the Data Protection Officer at hweicbenh.dpo-gpcontractedservice@nhs.net

3. Information We Collect About You and Why

In order to provide healthcare services, we collect personal information from you, such as your contact details: your name, address, telephone number(s), email address, date of birth, gender, NHS Number, details and contact number(s) of your next of kin, or carers as applicable.

ASHWELL SURGERY

POL028: PRIVACY NOTICE



Ashwell
Surgery

We also collect health information and other related information from you and from health care professionals, or any other person involved in your general healthcare. This may include such information as:

- Contact we have had with you, such as appointments and services
- Information related to the services provided
- Notes and reports about your health
- Details and records about your treatment and care
- Results of x-rays, laboratory tests etc.
- Firearms Applications
- Court Orders
- Immigration Matters

The information collected from you and others is collectively known as your 'health record'. Your health record may be held in handwritten format (manual record) or on a computer system (electronic). Information held within your health record is used for your direct care purposes and to check and review the quality of care you have received. (This is called audit and clinical governance).

We may contact you using SMS messaging for appointment and other services on the mobile number you have provided and where you have given us permission to do so. If you no longer wish to receive messages via SMS, please contact the practice to let us know.

Your care providers will endeavour to ensure that your health record is kept up-to-date, accurate, secure and appropriately accessible to those providing your care and treatment. Please ensure you update us on any changes to your contact information or any other relevant details. You have the right to access information held about you. For details on access requests, please see Section 7A of this Privacy Notice.

4. Lawful Basis Relied on for Processing Information About You

A. The primary lawful basis that we rely on to collect, store, use, and share your personal and health information for direct care, the administration of direct care services (prevention, investigation, and treatment), and the planning of healthcare services under Data Protection Legislation are as follows:

- i. For processing personal data: The performance of a task carried out in the public interest or in the exercise of official authority...' Article 6(1)(e) '

And

ASHWELL SURGERY

POL028: PRIVACY NOTICE



Ashwell
Surgery

- ii. For Personal data concerning health or special categories of personal data:

Article 9(2) (h) ‘...for the medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems...’

B. Vital Interests:

There may be occasions where we rely on the lawful basis of Vital Interests in the event that we need to process personal data to protect an individual's life.

C. Legal Obligation:

Sometimes we are required by law to share your information.

Examples of this may include such reasons as: to safeguard children or vulnerable adults, where it is in the wider public interest (public health), detection or prevention of crime, to defend a legal claim, reporting to DVLA, or where required by court order. In these instances, the lawful basis for sharing information is Legal Obligation.

D. Consent:

Your consent will be sought in certain instances, where we do not rely on another lawful basis to process your information (see Section 4A-C).

For example, if you wish to sign up to our practice newsletter or to release your information to a third party who we do not have a lawful basis to share your information with, your consent will be required.

When consent is given as the lawful basis for processing your information, your consent can be withdrawn at any time.

We will never sell or share your information for direct marketing

5. Direct Care Services and Who We May Provide Your Information to and Why

Safe and effective care is dependent upon relevant information being shared between all those involved in caring for a patient. When an individual agrees to being treated by the wider care team, it creates a direct care relationship between the individual patient, the health and social care professional, and their team. All health and adult social care providers are subject to the statutory duty under section 251B of the Health and Social Care Act 2012 to share information about a patient for their direct care. This duty is subject to both the Common Law Duty of Confidentiality and the GDPR and Data Protection Act 2018.

ASHWELL SURGERY

POL028: PRIVACY NOTICE



Ashwell
Surgery

Your personal information will only be shared in accordance with your rights under the General Data Protection Regulation, Data Protection Act 2018, the Common Law Duty of Confidentiality, the NHS Constitution, and in keeping with professional and NHS Codes of Practice.

For further information on the use and sharing of confidential information, please follow the NHS Digital link <https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/a-guide-to-confidentiality-in-health-and-social-care>

You have the right to object to your information being shared for direct care, but in some circumstances, this may delay or affect the care you receive. Always consult your GP or relevant health professional before deciding to opt out of sharing your information, as they will be able to advise you on the possible outcomes of this decision. Please see Section 7E for further information on the right to object.

If you have registered for patient online access services, you may have the ability to view the My Care Record (MCR) partner organisations. Please see section 5G for more information about the MCR programme. Records are only available to partner organisations where you are registering for, or have been referred to, direct care services. The patient online access service offers you the ability to implement alternative preferences through specific lists of partner organisations. If you remove an organisation and require services from that organisation at a later date, you can inform the practice of your preference change(s). Alternatively, when you present at one of the partner organisations and you agree to their access of your record, you will receive a verification code via your mobile phone to provide access.

A. Case Findings and Risk Stratification

Sometimes your information will be used to identify whether you may benefit from a new or existing service; based on case findings. To do this, we may use automated technology to help us identify people that might require support or benefit from services, but ultimately, the decision is made by those involved in your care. Those involved in your care might look at particular 'indicators' (such as particular conditions) and contact you or take action for healthcare purposes. For example, this might be to prevent you from having to visit accident and emergency by supporting you in your own home or in the community.

ASHWELL SURGERY

POL028: PRIVACY NOTICE



Ashwell
Surgery

The automated review may be completed at the practice or in conjunction with the Integrated Care Board (ICB) Risk Stratification processes. The information we pass to the ICB is via our computer systems and cannot identify you to them. This information only refers to you by way of a code that only your practice can identify (it is pseudo-anonymised). This protects you from being identified by anyone not involved in your care that may have access to this information.

Please follow this link to see how the ICB use information to provide services and improve care:

[Privacy - Central East ICB](https://www.centraleast.icb.nhs.uk/privacy/)
<https://www.centraleast.icb.nhs.uk/privacy/>

We may provide your information to the following people or organisations, where there is a legitimate reason to do so i.e.: they require your information to assist them in the effective provision of your direct healthcare needs:

- B. People and Organisations involved in your care:** Health and Social Care Professionals, including support personnel who have, or will have a direct care relationship with you to meet your healthcare needs:
- C. Diagnostic Organisations:** Diagnostic testing organisations are provided with relevant information to allow contact with you and to book a test/procedure to assist in your direct healthcare needs.
- D. Pharmacies:** Pharmacists are provided with relevant information to allow contact with you and to provide relevant prescriptions and supporting advice, assisting in your direct healthcare needs.
- E. Referrals:** such as hospital appointments, specialists, dentists, continuing healthcare services, community services (including mental health) and ICB approvals for certain NHS health services.

When referrals are made for patients to an NHS or private healthcare provider, a summary of the patient's health history is typically included to assist the receiving healthcare professional to make a holistic assessment and/decision. This is important, because removal of areas of the history that could be considered relevant may affect the outcome of referrals and treatment. If there are areas of your

ASHWELL SURGERY

POL028: PRIVACY NOTICE



Ashwell
Surgery

healthcare history that you do not want shared, please raise this with your GP or healthcare professional.

F. National Screening Programmes: The NHS provides national screening programmes so that certain diseases can be detected at an early stage. These screening programmes currently include bowel cancer, breast cancer, cervical cancer, aortic aneurysms and a diabetic eye screening service. The law allows us to share your contact information with Public Health England so that you can be invited to the relevant screening programme.

More information can be found at:

<https://www.gov.uk/topic/population-screening-programmes>

For national screening programmes, you can opt out so that you no longer receive an invitation to a screening programme. See:

<https://www.gov.uk/government/publications/opting-out-of-the-nhs-population-screening-programmes> or speak to your practice.

G. Record Sharing Programmes

In order to provide you with the most integrated health and social care services, there are numerous national and regional initiatives in place to securely link different clinical systems via such technology as GP Connect or the Medical Interoperability Gateway (MIG). This allows health and social care professionals to access to your clinical records when they are providing direct care services to you. Security and protection of your data is managed through robust national and local agreements.

- My Care Record

This is a local record sharing initiative that promotes the safe, transparent sharing of your healthcare records for the purpose of your direct care needs. The My Care Record currently allows the sharing of patient records with local partner organisations. To ensure that those partner organisations comply with the law and to protect the use of your information, we have very robust data sharing agreements and other clear arrangements in place to ensure your data is always protected and used for those intended purposes only.

For more information of the My Care Record initiative and a list of the organisations who have signed data sharing agreements to promote this integrated care model, please follow the link: [My Care Record - Home](#)

ASHWELL SURGERY

POL028: PRIVACY NOTICE



Ashwell
Surgery

- **Health Information Exchange Gateway**

Joining up health and care information via the HIE (Health Information Exchange) used across the region to enable health and care professionals to access up-to-date information held by different organisations or in different locations. This will result in more effective care and secure information sharing for direct care purposes

Each organisation will determine the content of their own information feed into the Shared Care Record. This will be based on the nature of the records that the organisation holds.

The Cerner HIE (Shared Care Record) system displays the feeds from partner organisations in a single user accessible dashboard, in real time

- **Extended Access**

This service provides you with access to GP appointments outside of our regular practice hours. In order to provide you with this service, we have formal arrangements in place with the ICB, our Primary Care Network (PCN), and other practices. The local GP Federation (a group of local GP practices) offers this service on our behalf. This means the Federation will need access to your healthcare record to be able to offer you the service. To ensure that each organisation involved in the Extended Access service complies with the law and to protect the use of your information, we have very robust data sharing agreements and other clear arrangements in place to ensure your data is always protected and used for those purposes only.

The Extended Access service is managed by 12 Point Care and the practices included are as follows:

Ashwell Surgery, Baldock Surgery, Birchwood Surgery, Garden City Surgery, Nevells Road Surgery and Sollershott Surgery

- **Primary Care Networks (PCN)**

This practice is part of the Icknield PCN. The PCN includes other local organisations such as: GP practices, community, mental health, social

ASHWELL SURGERY

POL028: PRIVACY NOTICE



Ashwell
Surgery

care, pharmacy, hospital and voluntary services, working together as participating organisations in the MCR programme. This enables a greater provision of proactive, personalised, coordinated and more integrated health and social care for you. In order to provide you with these services, we have formal arrangements in place. To ensure partner organisations comply with the law and to protect the use of your information, we have very robust data sharing agreements and other clear arrangements in place to ensure your data is always protected and used for those intended purposes only.

Further information about the provider services within our PCN can be requested from the practice.

Further information about PCNs can be found here:

<https://www.england.nhs.uk/primary-care/primary-care-networks/>

H. Your Summary Care Record and Summary Care Record with Additional Information

Summary Care Record (SCR)

Your summary care record is an electronic record held on a national healthcare records database provided and facilitated by NHS Digital. This allows other healthcare professionals who we do not have data sharing agreements with, but who you have a direct care relationship with, to access your electronic record when they are providing you with direct care services. This is particularly helpful if you are visiting another part of the country and require healthcare services.

At a minimum, the SCR holds important information about;

- current medication
- allergies and details of any previous bad reactions to medicines
- the name, address, date of birth and NHS number of the patient

This record may be accessed with your permission by relevant healthcare professionals involved in your direct healthcare. If you do not wish to have your SCR available to be shared, please contact the practice so we can update your records.

<https://digital.nhs.uk/summary-care-records>

- Summary Care Record with Additional information

ASHWELL SURGERY

POL028: PRIVACY NOTICE



Ashwell
Surgery

The inclusion of additional information on a SCR is particularly useful for people with complex or long term conditions. Due to the sensitivity of more detailed information being accessible on your SCR, you will be asked for your permission to allow additional information to be added to, and accessible on, your SCR.

NHS Digital have developed a Supplementary SCR (COVID-19) Privacy Notice to outline these changes <https://digital.nhs.uk/services/summary-care-records-scr/sr-coronavirus-covid-19-supplementary-privacy-notice> which includes additional information in THE Summary Care Records for patients

I. Central East Integrated Care Board

The ICB manages the majority of contracts for primary care, in order for us to deliver healthcare services to you. At times, they may assist us in the administration of our direct care services through coordination or follow up with organisations about matters relating to your direct healthcare needs. This may include such functions as coordinating community pharmacy services, arranging continuing health care services, contacting a hospital about important discharge information, a diagnostic organisation about a test result, or other health or social care services involved in your care.

We have contracts in place with the ICB. This means that they cannot do anything with your personal information unless we have instructed them to. They will only share information about you that is relevant and necessary to fulfil the requirement of a particular service to you. Information about you is only shared with organisations that have a relationship with you or will have a relationship through a referral. They will hold your information securely and retain it for only as long as necessary.

If you require further information, please contact the practice or the DPO.

J. Third Party Technical Support Processors

We use data processors who are third parties, who provide technical administration services for us to deliver health care services to you. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They

ASHWELL SURGERY

POL028: PRIVACY NOTICE



Ashwell
Surgery

will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

If you require further information, please contact the practice or the DPO.

K. Electronic Prescribing Services (EPS)

The practice is using the latest phase of the Electronic Prescribing Service (EPS). This provides the following options:

You can choose a pharmacy or dispenser to dispense all your prescriptions. If you have already registered a nominated pharmacy or dispenser with us, we will continue to send your electronic prescription to that nominated pharmacy or dispenser. If you do not nominate a pharmacy or dispenser, you can decide each time you are issued a prescription where you would like it to be dispensed, or be issued a secure barcode token to take to a pharmacy of your choice where your prescription can be electronically accessed. Your data will be shared securely and in line with data protection legislation, for direct care purposes as outlined in this privacy notice. Further information on the EPS can be found here:

<https://digital.nhs.uk/services/electronic-prescription-service>

L. Online Consultation Services

To assist us in our delivery of online direct care services to you, we use external organisation AccuRx. Patients registered at this practice can access the secure AccuRx portal via our website or via the NHS App. NHS England is a joint data controller with the Practice for online consultation for the purposes of commissioning, contracting and assuring the compliance of AccuRx. NHS England does not access any of your health data. If you access AccuRx via the NHS App, NHS Digital is a data controller of personal data relating to your identify verification only. For further information please refer to NHS APP Privacy policy: online consultation services

<https://www.nhs.uk/using-the-nhs/nhs-services/the-nhs-app/privacy/online-consultations/>

With your consent, AccuRx will process the data you provide and submit your completed consultation back to us for our review and

ASHWELL SURGERY

POL028: PRIVACY NOTICE



Ashwell
Surgery

action. Once received, the practice will become data controllers of the completed online consultation, which will become part of your medical record and processed as outlined in this privacy notice for the purpose of providing direct care services to you.

Information about how AccuRx processes your data can be found in their privacy notice when you access AccuRx. This includes the use of automated decision making and profiling when you complete the online consultation, but this decision is not absolute. You can also: book an appointment directly with the practice for a consultation, fill in another form to provide different/ updated information on the AccuRx website, or provide further information when you speak with your GP.

To ensure compliance with data protection and other relevant legislation, there is a contract in place with AccuRx to ensure your data is protected and used for the purposes outlined in the privacy notice.

In the event that the practice receives an e-consultation where the individual is not registered at the practice, contact will be made to inform the individual of options available. Where the individual is unable to be contacted or will not registering with the practice, the e-consultation data will be destroyed in accordance with our retention policy. Further information can be obtained from the practice.

M. Video and Telephone Consultations

As an alternative to face-to-face appointments, there may be instances where we may offer you an appointment via telephone or video consultation. By accepting the invitation and entering the consultation you are consenting to this. Your personal/confidential patient information shared on the consultation will be safeguarded in the same way it would with any other consultation with relevant information added to your patient record.

Video consultations/appointments are not typically recorded, but if are, your permission will be sought as to the purpose and use of the recording i.e.: for direct care purposes: diagnosis, treatment or care. Recordings will be stored as part of your patient record in line with NHS Digital Record Management Code of Practice (2016). If the consultation is not stored or recorded within the system; the clinical staff member is required to record observations and outcomes of the

ASHWELL SURGERY

POL028: PRIVACY NOTICE



Ashwell
Surgery

consultation directly into your patient's record in the same way as during a face-to-face consultation

If, as part of the consultation, still images or photographs are taken/obtained and are to be kept, they will be securely stored as part of your patient record in line with NHS Digital Record Management Code of Practice (2016).

If the recording/images are to be used for any other reason than what the original permission was obtained for, then further permission would be required prior to that use.

Telephone calls are being recorded for training and monitoring purposes only.

If recordings or still images obtained are no longer needed (i.e.: adequately described in the clinical notes) then the recording/ images will be confidentially and securely destroyed as per our policies and in line with NHS Digital's guidance.

N. NHS App

The NHS App is a nationally run service that allows individuals to access a range of services within the Practice and beyond. NHS England and NHS Digital are joint data controllers of the NHS App and any personal data that is necessary for accessing the App. The data controller or processor of your personal data within a service accessed via the App will depend on the organisation accessed.

Please see the NHS App privacy notice for further information

<https://www.nhs.uk/using-the-nhs/nhs-services/the-nhs-app/privacy/>

O. General Practice Solutions

To enhance our ability to deliver high-quality healthcare services, we have engaged General Practice Solutions (GPS), a trusted specialist provider, to assist with the management, summarisation, and coding of patient records and clinical correspondence. This notice outlines how GPS, acting on our behalf, will process your personal data, the purposes for which this is necessary, and your rights under UK data protection law.

ASHWELL SURGERY

POL028: PRIVACY NOTICE



Ashwell
Surgery

Ashwell Surgery is responsible for providing your primary healthcare services. To support us in delivering the best possible care, we have authorised GPS to access, review, and accurately code patient records and correspondence. GPS acts as a data processor on our behalf, while we remain the data controller for all patient information, accountable for its protection and appropriate use.

What information GPS will access.

To fulfil their role in supporting our organisation, GPS may access and process the following types of personal data.

- Medical records.
Details of your medical history, including past and current diagnoses, treatments, medications, allergies, immunisations, test results, and any relevant health conditions.
- Clinical correspondence.
Communications such as referral letters, discharge summaries, specialist reports, and other documentation related to your care.
- Demographic information.
Your name, date of birth, NHS number, address, contact details, next of kin, ethnicity, first language, sexual orientation, gender identity, and other relevant demographic data.
- Preventive health information.
Data related to preventive screenings, recall dates, and vaccination history to ensure proactive patient management.
- Lifestyle information.
Relevant details about your lifestyle that may impact your health, such as smoking status, alcohol use, and occupation.

Why GPS needs access to your information.

GPS has been contracted to process your personal data for the following essential purposes.

- Accurate summarisation and coding.
To ensure your medical records are accurately summarised and coded, reflecting comprehensive and up-to-date information. This supports effective clinical decision-making, improves care continuity, and ensures data consistency within your records.
- Review and update of records.
To review and clarify existing medical records, particularly where they are incomplete or unclear (e.g., handwritten notes). This includes verifying any missing or illegible data by cross-referencing other sources, ensuring the accuracy and completeness of your health information.

ASHWELL SURGERY

POL028: PRIVACY NOTICE



Ashwell
Surgery

- Coding of clinical correspondence.
To accurately code all incoming and outgoing clinical correspondence, such as referral letters, specialist notes, and discharge summaries, ensuring that this information is correctly recorded in your medical records and accessible to healthcare providers involved in your care.
- Maintenance of preventive screening and vaccination data.
To maintain up-to-date records of preventive screening recall dates and vaccination history, which helps in proactive management and timely patient reminders.
- Administrative and clinical support.
To support the administrative and clinical functions of our practice, ensuring compliance with regulatory requirements such as the Quality and Outcomes Framework (QOF) and other NHS standards.

How your information is protected.

We take your privacy very seriously and have established strict measures to protect your personal data. GPS is contractually required to adhere to our data protection policies and the following security standards.

- Access control.
Only authorised personnel at GPS who need access to your data for the performance of their duties will be granted access. Access is tightly controlled and monitored.
- Data security.
All personal data is stored securely, whether electronically or in hard copy, using industry-standard security measures such as encryption, firewalls, and secure access controls to prevent unauthorised access, loss, or misuse.
- Regular audits and reviews.
Security protocols are regularly reviewed and updated to align with current best practices and legal requirements.
- Compliance with UK data protection laws.
GPS processes all personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

GPS will only retain your personal data for as long as necessary to fulfil the purposes for which it was collected, or as required by law. Once the relevant processing is complete, your data will be securely destroyed or returned to Ashwell Surgery as appropriate.

ASHWELL SURGERY

POL028: PRIVACY NOTICE



Ashwell
Surgery

GPS will not share your personal data with any third parties unless required to do so by law or where it is necessary for the provision of healthcare services on our behalf. Any data sharing will be conducted in accordance with the instructions and policies set by Ashwell Surgery.

Your rights.

As a patient, you have several rights under UK data protection law, including:

- Right of access.
You have the right to request access to the personal data we hold about you.
- Right to rectification.
You have the right to request correction of any inaccurate or incomplete data.
- Right to erasure.
You have the right to request the deletion of your personal data in certain circumstances (the 'right to be forgotten').
- Right to restrict processing.
You have the right to request that we restrict the processing of your personal data in certain situations.
- Right to data portability.
You have the right to request that your personal data be transferred to another data controller in a structured, commonly used, and machine-readable format.
- Right to object.
You have the right to object to certain types of processing, such as direct marketing or processing based on legitimate interests.
- To exercise any of these rights, please contact us using the details provided below. We will respond to your request in accordance with the statutory timeframes set out under UK data protection law.

If you have any questions or concerns about how your personal data is handled, or if you wish to exercise any of your rights, please contact:

General Practice Solutions (GPS)

Email: dataprotection@generalpracticesolutions.net

Address: 71-75 Shelton Street, London, WC2H 9JQ

If you are not satisfied with how we handle your data or our response to your concerns, you have the right to complain to the Information Commissioner's Office (ICO), the UK's independent authority for upholding information rights.

ASHWELL SURGERY

POL028: PRIVACY NOTICE



Ashwell
Surgery

Information Commissioner's Office (ICO).

Website: www.ico.org.uk

Phone: 0303 123 1113

<https://generalpracticesolutions.net/privacy-statements/>

6. Non-Direct Care Services Where Your Information May Be Used:

Whenever you use a health or care service, such as attending GP appointments, Accident & Emergency, admission to hospital, or using Community Care Services, important information about you is collected to help ensure you get the best possible care and treatment. In addition, this information may also be used by other approved organisations for non-direct care purposes, where there is a lawful basis to help with: planning services, improving care, research into developing new treatments, and preventing illness. All of this helps in providing better care to you and your family and future generations. Anonymised information (where you cannot be identified) will be used for non-direct care purposes whenever possible. However, confidential information about your health and care is only used in this way where the law allows and in alignment with the National Data Opt-Out Policy

National Data Opt –Out

You have a choice about whether you want your confidential patient information to be used for research and planning. If you are happy with this use of information you do not need to do anything, but if you do choose to opt out, your confidential patient information will still be used to support your individual care and will not affect care and services available to you.

However, if there is an overriding public safety concern or legal requirement to share information, we must do so (See Section 4D).

For further information on the Nation Data Opt-Out Policy:

<https://www.nhs.uk/your-nhs-data-matters>

If you choose to opt out, you can still agree to your data being used for specific purposes i.e: a specific research project.

You can change your mind at any time on the NHS Digital link:

<https://www.nhs.uk/your-nhs-data-matters/manage-your-choice/>

This practice is compliant with the National Data Opt-Out from March 2020 and will use your NHS number to apply your choice in line with the National Data Opt-Out Policy.

ASHWELL SURGERY

POL028: PRIVACY NOTICE



Ashwell
Surgery

Please note: In addition to the National Data Opt-Out, the existing 'type 1' opt-outs will continue to be respected until 2020, when the Department of Health and Social Care will consult with the National Data Guardian. Therefore, until further notice, if you have informed the practice that you dissent from the practice sharing your confidential data for purposes beyond your direct care (type 1), your data will not be shared without your expressed permission.

Data being used or shared for purposes beyond individual care does not include your data being shared with insurance companies or used for marketing purposes and data would only be used in this way with your explicit consent.

Please see Section 7D for further information on the right to object.

Non-Direct Care services include organisations such as:

- A. Central East ICB** is the organisation responsible for commissioning (planning, designing and paying for) your NHS services. The ICB is made up of local GPs, health professionals and commissioners, working together with other clinicians and patients to decide how the local NHS budget should be spent. Information provided to the CCG is pseudo-anonymised, meaning the ICB cannot identify the individual. For more information on how the ICB uses your information:

<https://www.centraleast.icb.nhs.uk/privacy/>

- B. NHS Digital** Your health records contain confidential patient information, which can be used to help with research and planning. NHS Digital takes the protection of your confidential patient information very seriously and puts measures in place to ensure it is looked after in accordance with good practice and the law. Whenever possible, information is anonymised. For further information on your choices, including opting out, please see:

<https://www.nhs.uk/your-nhs-data-matters/manage-your-choice/>

Or

<https://digital.nhs.uk/about-nhs-digital/our-work/keeping-patient-data-safe/how-we-look-after-your-health-and-care-information/your-information-choices/opting-out-of-sharing-your-confidential-patient-information>

ASHWELL SURGERY

POL028: PRIVACY NOTICE



Ashwell
Surgery

C. Care Quality Commission Access to Health Records

CQC has powers under the Health and Social Care Act 2008 to access and use your health information where it is necessary to carry out their functions as a regulator.

This means that inspectors may ask to look at certain records to decide whether we are providing safe, good quality care.

<https://www.cqc.org.uk/about-us/our-policies/privacy-statement#public>

D. Research Organisations

Health and social care research may be conducted by organisations commissioned by the NHS, other health and social care organisations, universities, or commercial research partners for such purposes as developing new treatments and improving healthcare outcomes. If through Case Findings (see section 5A), and where you have not previously objected, we would contact you to determine if you would like to participate with a research project. We would always ensure that data protection laws were followed to protect your data, this includes compliance with the national data opt out policy.

OpenSAFELY

NHS England has been directed by the government to establish and operate the OpenSAFELY COVID-19 Service and the OpenSAFELY Data Analytics Service. These services provide a secure environment that supports research, clinical audit, service evaluation and health surveillance for COVID-19 and other purposes.

Each GP practice remains the controller of its own GP patient data but is required to let approved users run queries on pseudonymised patient data. This means identifiers are removed and replaced with a pseudonym.

Only approved users are allowed to run these queries, and they will not be able to access information that directly or indirectly identifies individuals.

Patients who do not wish for their data to be used as part of this process can register [type 1 opt out](#) with their GP.

[Find additional information about OpenSAFELY.](#)

ASHWELL SURGERY

POL028: PRIVACY NOTICE



Ashwell
Surgery

- E. For the purposes of complying with the law as explained in section 4C.
- F. Anyone you have given your consent to view or receive your record, or part of your record. Please note, if you give another person or organisation consent to access your record, we may need to contact you to verify/clarify your consent before we release the record. It is important to us that you are clear and understand how much information and what aspects of your record will be released.

7. Individual Rights

The Law gives you certain rights about your personal and healthcare information that we hold.

We have one calendar month to reply to you and give you the information that you require or explain why we are unable to fulfil your request. We would ask, therefore, that any requests you make is in writing or verbal requests followed up in writing, so it is as clear as possible what you are requesting. This will prevent unnecessary delays in getting a response to you.

A. **Subject Access Requests (SAR)**

You have the right to see what information we hold about you and to request a copy of this information. Under special circumstances, which have an overriding legal basis, some information may be withheld. Sometimes information about third parties mentioned by you or others may be recorded on your records. We are under an obligation to make sure we also protect that third party's rights as an individual and to ensure that references to them which may breach their rights to confidentiality, are removed before we send any information to any other party including you. Third parties can include, but not limited to: spouses, partners, and other family members. Telephone audio recordings may not be available if third party information can be heard in the background recording, in this case a transcript will be provided.

A subject access request can be made in writing or verbally but we will need to verify who you are.

We will provide this information free of charge however, we may in some **limited and exceptional** circumstances have to apply a reasonable administrative charge for any extra copies or repetitive requests. If applicable, we will discuss this with you at the time of your request.

If you have consented to a third party to request a SAR on your behalf, we require the third party to supply us with your consent. Due to the

ASHWELL SURGERY

POL028: PRIVACY NOTICE



Ashwell
Surgery

confidentiality and sensitivity of health records, if we are unsure about the consent provided or think you may not be aware of the extent of what would be disclosed in the request, we may contact to review and confirm the request with you before the SAR is processed.

If online access is a service available at the practice, there are robust protocols necessary for security of this information. When we give you online access or provide you with a SAR via another means, the responsibility is yours to make sure that you keep your information safe and secure if you do not wish any third party to gain access to it.

Access Requests for Deceased Patient Records:

For further information please refer to the link below:

[Access to the health and care records of deceased people - NHS Transformation Directorate \(england.nhs.uk\)](https://www.england.nhs.uk/transformations/healthcare-records-deceased-people/)

Right to Restriction of Processing

You have the right to request we restrict processing your information while the accuracy, lawful basis, or the legitimate use of the information is being reviewed.

B. Right to Rectification/Correction

We want to make sure that your personal information is accurate and up to date. You may ask us to correct any information you think is inaccurate. It is very important that you make sure you tell us if your contact details or any of your dependant's contact details, including your mobile phone number has changed.

You have the right to have any mistakes or errors corrected. However, we are not aware of any circumstances in which you will have the right to delete information from your health record that is deemed accurate at the time of entry. Please contact us if you hold a different view.

C. Right to be Forgotten

The right is typically not available because the primary conditions we rely upon for processing your information for services are: for the performance of a task carried out in the public interest, or for reasons of public health in accordance with Art. 9(2) (h) or (i).

If there are instances of a specific processing activity where you believe the lawful basis allows the right to be forgotten, please contact the practice to review your request.

ASHWELL SURGERY

POL028: PRIVACY NOTICE



Ashwell
Surgery

D. Right to Objection

You have the right to object to your information being shared outside of the practice; however, you are not able to object to your name, address and other demographic information being sent to NHS Digital. This is necessary if you wish to be registered to receive NHS care.

Please see section 5 Direct Care: 'You have the right to Object' for more information about the right to object to the practice sharing information about you to other organisations involved in your direct care.

If you do not want your personal information to be shared and used for purposes other than your direct care and treatment, then you should contact the practice and ask for further information about how to register your objections. This should not affect the care and treatment you receive.

You can object to processing of your information at the practice; however this would prevent us from providing you with any further healthcare services.

Please note that there may be times where there are legitimate legal grounds that override the objection of an individual i.e.: a legal obligation that the data controller must comply with or for the establishment, exercise or defence of legal claims.

E. Right to Portability

The right to request portability is only available where the processing is based on Data Protection legislation lawful basis of consent or contract and the processing is automated. These are typically not the lawful bases relied on in primary care services and are not the lawful bases used by this practice. If there are instances of a specific processing activity where you believe the lawful basis allows the right to portability, please contact the practice to review your request.

F. Right to be informed of Automated Decision Making including profiling

We will inform you where automated decision making and profiling is used for a specific service and provide further information. For example, if human involvement is used in a process (i.e.: see Case Findings Section 5A where a clinician reviews the findings) or where further reviews are available (i.e.: see Online Consultation Section 5K, where irrespective of the outcome of such profiling and automated decision making, you are free to visit the practice for a consultation. You can also fill in another form to provide different, updated information on the

ASHWELL SURGERY

POL028: PRIVACY NOTICE



Ashwell
Surgery

website and you can also speak to your GP and provide them with any further information.

8. How Long Do We Keep Your Information

In line with the most current NHS Digital Records Management Code of Practice for Health and Social Care, we will retain/store your health record for as long as necessary to provide the services set out in this Privacy Notice.

If you move away and register with another practice, we will send your records to the new practice in accordance with NHS GP transfer guidelines.

If the practice is merging with another practice or will no longer be offering GP services, you will be notified of this change by the practice and you will be provided further information on the secure transfer of your record to your new GP practice.

For further information, please contact the practice.

9. Our website

The only website this Privacy Notice applies to is the GP practice's website. If you use a link to any other website from the Practices' website, then you will need to read their respective privacy notice. We take no responsibility (legal or otherwise) for the content of other websites.

10. Cookies

The Practice's website uses cookies. For more information on which cookies we use and how we use them, please see our cookies policy.

<https://www.ashwellsurgery.nhs.uk/cookie-information/>

11. Wi-Fi

Is available on site for the use of our visitors via a third party provider as part of an NHS initiative. The practice has no access to the data held or control over Wi-Fi usage.

You will be provided with the access name and password if you wish to access the Wi-Fi, where terms and conditions of use will be available.

12. Data Security

We take the security of your information very seriously and we do everything we can to ensure that your information is always protected and secure.

ASHWELL SURGERY

POL028: PRIVACY NOTICE



Ashwell
Surgery

We regularly update our processes and systems and we also ensure that our staff members complete regular training on data protection. We also carry out assessments and audits of the information that we hold about you, and we make sure that if we are considering providing new services, we carry out security assessments to ensure measures are put in place to protect your data.

13. Organisational Security

Ashwell surgery is required to complete the NHS Digital Data Security & Protection Toolkit. This is a tool that provides assurance that we are meeting standards on handling patient/client information.

We have Data Protection Policies in place to ensure staff understand the 'must' or 'must not do' with patient/client data.

Staff are required to complete induction training in Information Governance and to complete annual update training.

Spot checks are carried out across the practice.

Our IT is managed by HBLICT via ITS Digital IT Team who ensure that all safeguards are in place to protect data held on IT systems are protected and secure from unauthorised access, loss or damage and hold a Cyber Security Plus certification.

Passwords are changed on a regular basis

Where incidents do happen, our investigations will include actions we take and lessons learnt.

We will only ever share information with the relevant personnel/ authorities in connection with the safety and security of patients and staff and will not share with any other third parties.

Individuals contacting the practice have the right to request access to audio transcript of themselves as part of a request made under the privacy legislation. Please refer to our Subject Access Request section '7A' of this Privacy Notice for more information.

14. Where to find our Privacy Notice

You may find a copy of this Privacy Notice in our reception, on our website, or a copy may be provided on request.

ASHWELL SURGERY

POL028: PRIVACY NOTICE



Ashwell
Surgery

15. Changes to our Privacy Notice

We regularly review and update our Privacy Notice. This Privacy Notice was last updated on 12/05/2026.

Please note: If English is not your first language, you may be able to request a translation of this Privacy Notice from the practice.