

Privacy Notice for Patients

Your Information, Your Rights

St Johns Wood Medical Practice (SJWMP) handles personal information in compliance with the Data Protection Act 2018 (the Act). We recognise the importance of the correct and lawful processing of personal data in maintaining confidence in our patients and staff alike. We fully endorse and adhere to the principles set out in the Act

Our Privacy Notice explains why we collect information about you and how that information may be used to deliver your direct care and manage the local health and social care system.

The notice reflects:

- What information we collect about you;
- How and why we use that information;
- How we retain your information and keep it secure;
- Who we share your information with and why we do this.

Personal data

This policy applies to the handling of personal data. This is data relating to a living individual who can be identified from the data, or from that data and other information which we hold or which is likely to come into our possession.

Processing information fairly and lawfully

SJWMP processes information only where:

- a) the law allows us to, or
- b) you have given your consent, or
- c) we have received a court order

Ensuring your personal information is safe and accurate

SJWMP ensures that information held on our computer systems and in our paper filing systems is secure to guard against unauthorised or unlawful processing or accidental loss, destruction of, or damage to personal data. In order to carry out its functions SJWMP may receive information about you from others or give information to others, but we can only do this in accordance with the law. Any third parties from whom we receive personal data or to whom we pass personal data are also required to comply with the Data Protection Act. SJWMP only collects and records personal information that is necessary to carry out its functions, nothing more.

Data sharing

SJWMP will only share personal data with those organisations that it is legally able to, and where sharing personal data is necessary we will comply with the Data Protection Act.

The notice also explains your rights in relation to consent to use your information, the right to control who can see your data and how to seek advice and support if you feel that your information has not been used appropriately.

A full copy of the Privacy Notice is available via our website at www.stjohnswood.nhs.uk or from Reception.