



## Data protection and privacy for all our patients

# YOUR CHOICES. YOUR RIGHTS.

You have a number of rights in relation to your personal medical information and data - and you can make a number of choices about how we collect and use it. For example, you can tell us how you want to receive communications, request access to your NHS summary care records, decide who can see your medical history and object to some of the ways in which we use your information.

PLEASE VISIT OUR WEBSITE TO VIEW OUR PRIVACY NOTICE OR REQUEST A PAPER VERSION FROM RECEPTION TO UNDERSTAND HOW YOU CAN:

- request access to your information;
- ask that we update, complete or correct your information;
- request that we erase or restrict our use of your information;
- request that we provide your information to you in a commonly used electronic format and to have that information transmitted directly to another organisation (this is known as the right to 'data portability'); and/or
- object to the NHS or our Healthcare partners using your information in certain circumstances – for example for national clinical audits, research, healthcare planning and commissioning of healthcare services.

### COMPLAINTS

If you have any concerns about how your personal information is managed by us please ask our reception how to contact our Data Protection Officer. If you are unhappy after we've looked into your request you can then complain directly to an organisation called the ICO (Information Commissioners Office):

**Website:** [www.ico.org.uk](http://www.ico.org.uk) **Email:** [casework@ico.org.uk](mailto:casework@ico.org.uk) **Tel:** 0303 1231113 (local rate) or 01625 545745