Bromley GP Alliance
Kelsey Park Farmhouse, 379 Croydon Road,
Beckenham, BR3 3QL

IG05

Privacy Notice for Patients

Next review date: November 2026

Version Control

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Scope	Directors, Managers, Clinicians, Staff

Version	Date	Reason for Change	Reviewed by
1	April 2019	New GDPR rules	CEO
2	August 2019	Review by DPO	Umar Sabat
3	November 2022	Review	CEO
4	December 2022	Review by DPO	Umar Sabat
5	November 2024	Reviewed by DPO	Umar Sabat

Your Information, Your Rights

As a healthcare provider, we are a 'data controller' for any information
that we keep about you and your health.

This Privacy Notice tells you what information we collect about you, how we store it, and who we share it with - and the reasons why.

All of the different information we keep about your health is looked after by the staff who look after you.
The information can only be viewed when absolutely necessary.

What type of information do we keep about you?

- **'Personal data'.** This means any information that can identify who you are.

This includes your name, date of birth, full postcode, address and next of kin;

and

- **'Special category / sensitive data'.** This means any information about your medical history. It could be when you have come in for appointments, medication you have been given, notes about your care, or treatments.

It could also be social care status, race or ethnic origin.

The personal information we keep about you is to help us provide health or social care or treatment, under the Data Protection Act (DPA) 2018.

Where do we keep your records?

Your personal information is held in both paper and electronic forms for specific amounts of time.

We will always make sure:

- Your records are accurate
- Your records are secure
- You can access your records

What do we do with your information?

Your records are used to manage and deliver your care. This helps us make sure:

- The staff have all of the information they need to help them provide you with the best care for your needs.
- The staff involved in your care have correct and up-to-date information about you.
- The right information is available in case you see another healthcare professional, or need to see a specialist, social care or health care provider.

Who do we share your information with?

We may need to share information with other organisations such as:

- NHS England
- Public Health England
- GP practices, hospitals or ambulance services
- Social Services

What are your rights?

If we need to use your personal information for any reasons that isn't listed above, we will discuss this with you **or** your parent(s) / guardian(s) to obtain consent, depending on your circumstances.

The DPA 2018 means that you or your parent(s) / guardian(s) **may** have the right to:

- Ask to see the personal data we hold about you, such as health records.
- Ask us to correct information in your health records that you think is wrong or incomplete.
- Refuse or take away consent for us to share your health records with others – an example could be using your information for research purposes.
- Ask us to send your personal information to other healthcare providers.

A member of the team will make a decision about whether you can do these yourself, or if it is more appropriate to involve a parent / guardian.

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The Chief Operating Officer
Bromley GP Alliance Ltd
379-397 Croydon Rd
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We will always try to keep your information confidential and only share information when absolutely necessary.

A full copy of the Fair Processing Notice is available from our offices