

Academy Medical Centre

Patient Information Leaflet No 7

Access to Medical Records



Academy Street
Forfar DD8 2HA
Tel 01307 462316

The changes in GDPR mean that we must get explicit permission from patients/staff when using their data. This is to protect your right to privacy and we may ask you to provide consent to do certain things like contact you, record certain information in your clinical/staff records or take photographs of you.

Individuals have the right to withdraw consent at any time.

Reasonable requests of access to medical records are not changed for , but any 3rd party seeking access to your information will need to provide your written consent.

For further information about how the practice complies with GDPR, you can contact the Practice Manager at :
academymc.tayside@nhs.scot

Thank you for taking the time to read this leaflet, we hope you have found it helpful and informative.

If you have any suggestions please send them to our PPG (Patient Participation Group) at:

**Academy Medical Centre
Academy Street
Forfar DD8 2HA Tel 01307 462316
www.academymedicalcentre.co.uk**

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What is GDPR?

General Data Protection Regulations

GDPR is a law that determines how your personal data is processed, kept and the legal rights that you have in relation to your own data. The regulation applies from 25th May 2018

WHAT GDPR WILL MEAN FOR PATIENTS/STAFF

YOUR DATA:

- ✓ Must be processed lawfully, fairly and transparently
- ✓ Collect for specific, explicit and legitimate purposes
- ✓ Must be limited to what is necessary for the purposes for which it is processed.
- ✓ Must be accurate and kept up to date.
- ✓ Must be held securely.
- ✓ It can only be retained for as long as is necessary for the reasons it was collected.

PATIENTS/STAFF RIGHTS

- ✓ Being informed about how their data is used.
- ✓ To have access to their own data
- ✓ To ask to have incorrect information changed
- ✓ To restrict how their data is used.
- ✓ Move their patients/staff data from one organisation to another.
- ✓ To object to their personal information being processed (in certain circumstances)

GDPR?

GDPR will supersede the Data Protection Act. It is similar to the Data Protection Act (DPA) 1998, which the practice already complies with but strengthens many of the DPA's principles.

THE MAIN CHANGES ARE:-

- The Practice must comply with Subject Access Requests – a written signed request from an individual to see what information is held about them – like where we require your consent to process data. This must be freely given, specific, informed and unambiguous.
- New Special protection for personal data.
- The Information Commissioner's Office must be notified within 72 hours of a data breach.
- Higher fines for data breaches .

WHAT IS PERSONAL DATA?

Personal Data is information that is related to a single person, such as his/her name, age, medical history, diagnosis, photographs etc.

WHAT IS CONSENT?

Consent is permission from patients/staff – an individual's consent is defined as:-

- Any freely given
- Specific and informed
- Indication of his/her wishes by which the data subject (patients/staff) agrees to relevant personal data being processed