

# PRIVACY NOTICE

The latest Information Governance and Data Protection legislation requires us to ensure that a patient's personal data must:

- ♥ Be collected only for a legitimate purpose and processed only in a way that is compatible with that purpose.
- ♥ Be limited to what is required in relation to the purpose for which it is used.
- ♥ Be accurate and kept up to date.
- ♥ Not be kept for longer than is necessary.
- ♥ Be processed and stored in a safe and secure manner.
- ♥ Be collected and processed lawfully, fairly and transparently.

We want to reassure our patients that we have systems in place that allows us to record, process, share and store their personal data in accordance with the requirements of current regulations.

As a patient you have the right to:

- ♥ Be informed about the data we collect and the reasons why it is collected.
- ♥ Know how we will use your data and the way we store and archive it.
- ♥ Access your data.
- ♥ Have any errors in your data rectified.
- ♥ Have your records erased in certain circumstances.
- ♥ Restrict processing of your data.
- ♥ Transfer your data to another health care provider.
- ♥ Object to us processing certain data.

We have to obtain your explicit consent to use your data in certain circumstances and you have the right to withdraw your consent at any time. Our organisation is also compliant with the National Data Opt-out Policy.

Please ask a member of staff if you have any queries about how we use your data.