

## Data Protection Privacy Notice

This privacy notice lets you know what happens to any personal data that you give to us, or any that we may collect from or about you

This privacy notice applies to personal information processed by or on behalf of the practice.

The notice explains

- Who we are, how we use your information and our Data Protection Officer
- What kinds of personal information about you do we process?
- What are the legal grounds for our processing of your personal information (including when we share it with others)?
- What should you do if your personal information changes?
- For how long your personal information is retained by us?
- What are your rights under data protection laws?

"MGS Medical Practice" We are committed to ensuring that your privacy is protected. We will continue to comply with the provisions of the Data Protection Act ("DPA") until 25 May 2018, after which we will comply with the General Data Protection Regulation ((EU) 2016/679) ("GDPR") unless and until the GDPR is no longer directly applicable in the UK, together with any national implementing laws, regulations and secondary legislation as amended or updated from time to time in the UK, and any successor legislation to the GDPR and the DPA (together "**Data Protection Legislation**"). We are the data controller of data you pass to us pursuant to this policy. Our Data Protection Officer can be contacted at the practice

This Privacy Policy sets out how we collect personal information from you and how the personal information you provide will be processed by us. By visiting the website at [www.mgsmedicalpractice.nhs.uk](http://www.mgsmedicalpractice.nhs.uk), you are accepting and consenting to the practices described in this Privacy Policy. If you do not consent, please do not submit any personal data to us.

### **What information does MGS Medical Practice hold and how will we use it?**

**Information you give MGS Medical Practice:** You may give us information about you by completing enquiry forms on the website or by requesting via the website that we send you marketing information

The information you give us may include your name, email address, address/location and phone number  
*This does not include all personal data processed by MGS Medical Practice but only personal data it collects through its website*

We will retain this information while we are corresponding with you or providing services to you or to a Patient you represent. We will retain this information in line with *the Records Management Code of Practice for Health and Social Care*

**Information MGS Medical Practice collects about you:** MGS Medical Practice may collect the following information from you when you visit the website:

Technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform; and  
Information about your visit, including the full Uniform Resource Locators (URL), clickstream to, through and from the website (including date and time), products you viewed or searched for, page response times, website errors, length of visits to certain pages, page interaction information, methods used to browse away from the page and any phone number used to call our helpline

## Data Protection Privacy Notice

### Why do we need your information?

The health care professional who provide you with care maintain records about your health and any treatment or care you have received previously (e.g. NHS Trust, GP Surgery, Walk-in clinic, etc). These records help to provide you with the best possible healthcare.

NHS health records may be electronic, on paper or a mixture of both, and we use a combination of working practices and technology to ensure that your information is kept confidential and secure. Records which the Practice hold about you may include the following information:

Details about you, such as your address, carer, legal representatives, emergency contact details

Any contact the surgery had had with you, such as appointments, clinic visits, emergency appointments etc.

Notes and reports about your health

Details about your treatment and care

Results of investigations such as laboratory tests, x-rays etc

Relevant information from other health professionals, relatives or those who care for you

To ensure you receive the best possible care, your records are used to facilitate the care you receive.

Information held about you may be used to help protect the health of the public and to help us manage the NHS.

Information may be used within the GP practice for clinical audit to monitor the quality of service provided.

### How do we lawfully use your data?

We need to know your personal, sensitive and confidential data in order to provide you with healthcare services as a general practice, under the General Data Protection Regulation we will be lawfully using your information in accordance with:

*Article 6, e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller*

*Article 9, h) processing is necessary for the purposes of preventative or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems*

**Information we receive from other sources:** This includes information we receive about you when you use other websites operated by us or other services we provide. This information may include your name, email address, postal address and phone number. We will retain this information for *[insert the relevant retention period for the types of personal data listed above. If it is not possible to insert the retention period, explain the criteria MGS Medical Practice uses for determining how long it will retain the personal data]*.

### Cookies

The Website uses cookies to distinguish you from other users of the website. For detailed information on the cookies we use and the purposes for which we use them.

### Use Made of the Information

MGS Medical Practice may use the information we receive and/or collect about you to:

Fulfil our obligations under any contract we have entered into with you or with a Patient you represent, and to provide you or the relevant Patient with information or services you or the Patient has requested

Send you newsletters and marketing information if you have consented to us doing so

Notify you of products and services we feel may interest you, or permit third parties to do so if you have provided the appropriate consent

Monitor website usage and provide statistics to third parties for the purposes of improving and developing the website and the services we provide via the website

MGS Medical Practice processes personal information for certain legitimate business purposes, which include some or all the following:

## Data Protection Privacy Notice

Where the processing enables MGS Medical Practice to enhance, modify, personalise or otherwise improve the website, its services or communications

To identify and prevent fraud

To enhance the security of MGS Medical Practice's network and information systems

To better understand how people interact with MGS Medical Practice's websites

To administer the website and carry out data analysis, troubleshooting and testing; and

To determine the effectiveness of promotional campaigns and advertising

If we obtain consent from you to do so, we may provide your personal details to third parties so that they can contact you directly in respect of services in which you may be interested.

Where we are processing personal data we have obtained via the website on the basis of having obtained consent from you, you have the right to withdraw your consent to the processing of your personal data at any time. If you would like to withdraw your consent or prefer not to receive any of the above-mentioned information (or if you only want to receive certain information from us) please let us know by contacting us via the following webpage [www.mgsmedicalpractice.nhs.uk](http://www.mgsmedicalpractice.nhs.uk)

Please bear in mind that if you object, this may affect our ability to carry out the tasks above for your benefit.

If you wish to have your information removed from our database or if you do not want us to contact you for marketing purposes, please let us know by clicking the "Unsubscribe" option in any email we send to you and providing the details requested or by contacting us via the following webpage and we will take steps to ensure that this information is deleted as soon as reasonably practicable.

## Data Protection Privacy Notice

We will not share, sell or distribute any of the information you provide to us (other than as set out in this policy) without your prior consent, unless required to do so by law.

### Third Party Sites

Our website may contain links to third party websites, including websites via which you are able to purchase products and services. They are provided for your convenience only and we do not check, endorse, approve or agree with such third-party websites nor the products and/or services offered and sold on them. We have no responsibility for the content, product and/or services of the linked websites. Please ensure that you review all terms and conditions of website use and the Privacy Policy of any such third-party websites before use and before you submit any personal data to those websites.

### How Safe is your Information?

Where we have given you (or where you have chosen) a password which enables you to access certain parts of the website, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Protecting your security and privacy is important to us and we make every effort to secure your information and maintain your confidentiality in accordance with the terms of the Data Protection Legislation. The website is protected by various levels of security technology, which are designed to protect your information from any unauthorised or unlawful access, processing, accidental loss, destruction and damage.

We will do our best to protect your personal data but the transmission of information via the Internet is not completely secure. Any such transmission is therefore at your own risk.

### Disclosure of your Information

We may share your personal information with any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the Companies Act 2006. We may share your information with selected third parties including:

- Business partners, suppliers and sub-contractors for the performance of any contract we enter with them or you

- Third parties who may wish to contact you in respect of services or products they offer or sell which may be of interest to you, provided we receive your consent to such disclosure; and/or advertisers and advertising networks that require the data to select and serve relevant adverts to you and analytics and search engine providers that assist us in the improvement and optimisation of the website

Please note we may need to disclose your personal information where we:

- Sell any or all our business or assets or we buy another business or assets in which case we may disclose your personal data to the prospective buyer or seller

- Are under a legal duty to comply with any legal obligation or to enforce or apply our terms and conditions; or

- Need to disclose it to protect our rights, property or the safety of our customers or others, including the exchange of information with other companies, organisations and/or governmental bodies for the purposes of fraud protection and credit risk reduction

## Data Protection Privacy Notice

### Where we Store your Personal Data

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA") to for the purposes of IT hosting and maintenance. By submitting your personal data, you agree to this transfer, storing or processing. MGS Medical Practice will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy. If a finding of adequacy hasn't been made by the EC Commission in respect of the country to which the data is transferred, we will only transfer it where there are appropriate safeguards in place, including the use of EU standard contractual clauses or an intragroup agreement.

Third parties have access to your personal data unless the law allows them to do so and appropriate safeguards have been put in place

Who are partner organisations?

We may also have to share you information, subject to strict agreements on how it will be used, with the following:

NHS Trusts/foundation Trusts

GPs

NHS Commissioning Support Units

Independent Contractors such as dentists, opticians, pharmacists

Private sector providers

Voluntary sector providers

Ambulance trusts

Clinical commissioning groups

Social care services

NHS England and NHS Digital

Local Authorities

Education services

Fire and rescue services

Police and Judicial services

Other data processors which you will be informed of

You will be informed who your data will be shared with and in some cases asked for consent for this to happen when required

### Your Rights in Respect of your Data

If any of the information you provide to us via the website changes, please let us know as soon as possible so that we can make the necessary changes to the information we hold for you on our database. If you wish to make any changes to your information, please contact us via the following webpage [www.mgsmedicalpractice.nhs.uk](http://www.mgsmedicalpractice.nhs.uk)

If you wish to access or rectify the information we hold about you, or request that such information be transmitted directly to another data controller, please contact us via the following webpage [www.mgsmedicalpractice.nhs.uk](http://www.mgsmedicalpractice.nhs.uk)

We shall process your request to access your information within one month of receipt, or we'll let you know within that timeframe if we need more information from you. We will process your request free of charge.

To request that your information is deleted or if you wish to restrict or object to the processing of your

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information, please contact us via the following webpage [www.mgsmedicalpractice.nhs.uk](http://www.mgsmedicalpractice.nhs.uk)

If you have any complaints about our use of your personal data, please contact us. You also have the right to complain to the relevant supervisory authority in your jurisdiction. In the UK, the supervisory authority is the Information Commissioner's Office. Contact details for the ICO can be found at <https://ico.org.uk/>.

If you have any further queries or comments on our Privacy Policy, please contact us via the following webpage [insert webpage link] or you can contact us by emailing [insert email address]. We also welcome your views about our website and our Privacy Policy.

**Note: All QCS Policies are reviewed annually, more frequently, or as necessary.**