

The Surgery  
Pennys Lane  
Cranborne  
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## **Patient Information Leaflet Data Sharing**

Date - May 2025

### **Introduction**

This leaflet explains why we collect information about you, how this information may be used, and who we may share it with to help care for you.

### **Why we collect information about you, and what records do we keep**

To provide you with the highest quality care possible, we must keep health records about you. These contain information about the treatment and support you receive, which is recorded by the professionals involved in your care. This may include:

- basic details about you such as address, date of birth, and next of kin;
- any contact we have had with you, such as clinical visits;
- notes and reports about your health;
- details and records about your treatment and care;
- hospital letters;
- results of x-rays, laboratory tests, etc.;
- any other relevant information from people who care for you and know you well, such as health professionals and relatives.

### **How we keep your records confidential**

Everyone working for the NHS has a legal duty to keep information about you confidential and secure. To help us protect your confidentiality, it is essential that you inform us about any relevant changes that we should be aware of, such as changes of address, telephone number, or personal circumstances.

All staff working in the Practice sign a confidentiality agreement that clearly outlines their duties in relation to personal health information and the consequences of breaching those duties. Access to patient records by staff and those other than clinical staff are regulated to ensure they are only accessed

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##### **Practice Contact Details:**

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when there is a genuine need to do so, such as when identifying or printing repeat prescriptions for patients or when typing referral letters to hospital consultants.

### **How your information may be used**

We will share information from your health record to enable health professionals to work together more effectively, ensuring you receive the best quality care.

You may choose not to share your information by completing the form at the end of this leaflet.

### **Summary Care Record**

One way to share your health information for your care is through the Summary Care Record (SCR). The SCR is available nationally to health professionals who may care for you. It contains important information about any medicines you are taking, any allergies you suffer from, and any bad reactions to medicines that you have had.

Access to this information can prevent mistakes from being made when caring for you in an emergency or when your GP practice is closed.

You can also request that your SCR include additional information about you, such as your current health conditions. This is known as an Enriched SCR.

We will only add information to your SCR with your consent. Please complete the form at the end of this leaflet to let us know whether you would like an SCR.

Further information on Summary Care Records can be found on the NHS Digital website here: <https://www.digital.nhs.uk/summary-care-records>.

### **SystemOne - GP Clinical System**

Another way of sharing your information for your care is through the confidential electronic record system that we use in our Practice, called

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SystemOne. This is used widely across the NHS and care organisations to keep accurate medical records about you. These records store important information about your illnesses and the care you have received in the past.

Your record may contain information from various health and social care organisations, such as a hospital, a minor injuries unit, or a community care service, including district nursing.

Organisations can only access your medical record if you give them permission. For example, you may be working or on holiday in another part of the country and need care from a hospital or a clinic. Having access to your whole medical record will improve the care they can provide you.

### **How does this work?**

You will need to provide us with your preferred mobile phone number or email address, which we will record in your medical record. This means that when another organisation requests access to your record, we can send you a verification (security code) that allows you to choose whether to permit that organisation to view your medical record or not.

If you already use the SystemOnline patient portal, then you can select organisations to allow or prevent them from accessing your records. If you don't have a phone or email address and don't use SystemOnline, we will be happy to record your choices about which organisations you want to share your whole record with.

When you receive care from organisations close to your home (in Dorset), you will not usually need to give a verification (security) code because we work regularly with these organisations. However, you should still be asked for your consent to share.

Further information about SystemOnline and these sharing controls can be viewed at: <https://systmonline.tpp-uk.com/2/help/help.html>.

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### **Can I ask for my information not to be shared?**

Organisations using SystmOne should only access your record when they are involved in giving you care. Whenever a professional from another organisation wishes to view your record, they will always ask for your consent. If you choose not to allow them to access your record, they will not be able to see any information. However, you should be aware that this could disrupt your care.

If you are a carer and have a Lasting Power of Attorney for health and welfare, then you can decline on behalf of the patient who lacks capacity.

If you do not hold a Lasting Power of Attorney, then you can raise your specific concerns with the patient's doctor.

If you have parental responsibility and your child is unable to make an informed decision for themselves, you can make a decision about information sharing on their behalf. If your child is competent, then this must be their decision.

### **Can I change my mind?**

You may also change your mind about sharing at any time. We aim to ensure that your choices about how your information is shared are respected.

### **Can I access my records?**

The Data Protection Act 2018 (DPA) and the UK General Data Protection Regulation (GDPR) grant every living person, or their authorised representative, the right to request access to their health records. You have the right to request a copy of all records held about you.

An audit log is maintained showing who has accessed your record and when.

You are also entitled to request a copy of this log.

You can view your own health record, change how your record is accessed, and view an audit trail of who has accessed your record by using the SystmOnline patient portal. Please ask Reception for details on how to set up an online

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account. Alternatively, you can submit a written request to Mrs Jo Morris, and we will respond within one month. You will be required to provide ID before any information is released to you. If you think that anything in your record is factually inaccurate or incorrect or would like any further detail about your information rights under the General Data Protection Regulation, please inform us.

### **Can anyone else see my medical records?**

We will not share your medical records without your consent, except in cases where we are required to do so by law. For example, we may occasionally receive requests from insurance companies to obtain copies of your medical records. We will request your signed consent before releasing this information unless we have received a court order requiring its disclosure.

However, we may also need to provide limited information to local authorities about some infectious diseases or if you have had food poisoning. We would not require your consent to do this.

Very rarely, doctors may be required to disclose information to detect a serious crime. Likewise, a court order can require doctors to disclose certain information during a court case.

### **What do I need to do now?**

After reading this information, note your decisions on the enclosed form and return to Reception. You can change your mind at any time; just complete another form.

Please contact Reception if you have any further queries on how we use and share your information.

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## Data Sharing For The Purpose of Your Direct Care

Please complete the information below with your choices on sharing your data and hand to Reception.

Name: ..... Date of birth.....

Address: .....

.....

### Sharing using Summary Care Record Please tick one option:

I agree to a Summary Care Record containing details of my medications, allergies, and any bad reactions to medication. ☐

I agree to a Summary Care Record containing details of my medications, allergies, any bad reactions to medication AND any additional information useful for my care. ☐

I do not want to have a Summary Care Record (opt-out). ☐

### Sharing using SystmOne GP Clinical System Please tick one option:

I agree to sharing my data on SystmOne for my direct care ☐

I do not agree to the sharing of my information on SystmOne for the purposes of my direct care ☐

*Please state your email address and mobile telephone number below to enable us to send you a security code when another organisation wishes to view your information on SystmOne:*

Email address: .....

Mobile telephone number: .....

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## Data Sharing For Other Purposes Such as Research \*

NHS England links information from all the different places where you receive care, such as hospital, community service and your GP Surgery. This allows them to compare the care you receive in one area against the care you receive in another.

This information is held in a secure environment by NHS Digital. The role of NHS Digital is to ensure that high-quality data is used appropriately to improve patient care. NHS Digital has legal powers to collect and analyse data from all providers of NHS care. They are committed and legally bound to the very highest standards of privacy and confidentiality to ensure that your confidential information is protected at all times.

This data can also be used, with permission from NHS England, for research purposes.

**You can object to information containing data that identifies you from leaving the Practice.** This will prevent identifiable information held in your record from being sent to the NHS Digital secure environment. It will also prevent those who have gained special legal approval to use your health information for research purposes from doing so.

**You can also object to any information containing data that identifies you from leaving the NHS Digital secure environment.** This includes information from all places where you receive NHS care, such as hospitals. If you object, confidential information will not be shared with NHS Digital and will not be used except in very rare circumstances, such as in the event of a public health emergency.

I do not wish identifiable data about me to leave the Practice (XaaVL) ☐

I do not wish data about me to be shared by NHS Digital for other purposes, such as research (XaZ89) ☐

\*If you would like to view this information in an alternative format, such as large print or easy read, or if you need help communicating with us, for example, because you use British Sign Language, please contact us.

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