

Westfield Medical Practice



Privacy notice

Westfield Medical Practice has a legal duty to explain how we use any personal information we collect about you as a registered patient at the practice. Staff at this practice maintain records about your health and the treatment you receive in paper and electronic format.

Information we collect

We will collect information such as personal details, including name, address, next of kin, records of appointments, telephone calls, treatment and medications, test results, x-rays etc. and any other relevant information. relation to your care.

How we will use your information

Your data is collected for the purpose of providing healthcare services; however, we can disclose this information if it is required by law, if you give consent or if it is justified in the public interest. The practice may be requested to support research, however, we will always gain your consent before sharing your information with medical research databases when the law allows.

Sometimes the NHS also uses relevant information about your health to help improve NHS services and public health in Scotland – for example, to find out how many people have a particular illness or disease. If so, information that identifies you is removed. If the NHS uses information that does identify you (for example to include it in a disease register) they must explain how and why your information will be used.

Maintaining Confidentiality

We are committed to maintaining confidentiality and protecting the information we hold about you. We adhere to the General Data Protection Regulation (GDPR), the NHS Scotland Code of Practice, as well as guidance issued by the Information Commissioners Office (ICO). You have a right to access this information we hold about you and if you would like to access this information, you will need to complete a Subject Access Request (SAR) Please ask at reception for a SAR form. Furthermore, should you identify any inaccuracies, you have a right to have the inaccurate data corrected.

Opting out

You have the right to object to your information being shared. Should you wish to opt of data collection, please contact a member of staff who will be able to explain how you can opt out and prevent the sharing of your information. You can change your mind at any time. Your choice will not affect the care you receive from us.

Retention Periods

In accordance with the Records Management NHS Codes of Practice (Scotland) , your healthcare records will be retained for the duration of your life and for 3 years after your death.

What to do if you have any questions?

Should you have any questions about our Privacy Policy or the information we hold about you, please contact the practice Data Controller via email or ask to speak to Mrs Linda Honeyman . Lindahoneyman@nhs.net GP practices are data controllers for the data they hold about their patients. You can write to the Data controller at Westfield Medical Practice, 25 Floors Street, Johnstone, PA5 8PZ.

Complaints In the unlikely event that you are unhappy with any element of our data-processing methods, you have the right to lodge a complaint with the ICO. For further details, visit ico.org.uk and select 'Raising a Concern'

Changes to our privacy policy

We regularly review our privacy policy and any updates will be published on our website and in our newsletter. Posters will also be updated to reflect the changes. Our policy will be reviewed April 2019

