

# PRIVACY NOTICE

The Consultants and staff of Oxford Gynaecology understand the importance of your data and will keep your records safe. This means that we will ensure that your information is processed confidentially and lawfully.

For the purpose of Data Protection Laws, the data controller is Oxford Gynaecology and Medicolegal Services Ltd; Registered in England Company No: 12774001. Registered Office:  
2 Crossways Business Centre, Bicester Road, Kingswood, Aylesbury, Bucks. HP18 0RA

When we refer to 'we', 'us' and 'our', we mean Oxford Gynaecology.

## **What personal information do we need to hold?**

- Your past and current medical history; personal details such as your age, address, telephone, email, NHS Number and medical practitioner(s)
- details of referrals, quotes and other contact and correspondence we may have had with you
- Radiographs, clinical photographs & medical reports
- Information about treatment we have provided or purpose and it's cost
- Notes of conversations or incidents that might occur for which a record needs to be kept
- Information you give us when you make a payment to us, such as financial or payment card information.
- Any correspondence relating to you with other health care professionals.

## **Why do we hold this information?**

We need to keep accurate personal data about patients in order to provide you with safe & appropriate medical care.

We will retain a record of your personal data in accordance with relevant law and based on the following criteria:

- where we have a reasonable business need to do so, for example, in order to manage our relationship with you;
- where we are providing treatment and/or services to you and then for as long as someone could bring a claim against us; and/or
- in line with any legal and regulatory requirements or guidance in respect of retention periods.

## **Security**

Your information is held in the practice's computer system. The information is only accessible to authorised personnel. Electronic data is encrypted and computer terminals are closed if unattended. We use strict procedures and security features designed to prevent any unauthorised or unlawful access to the personal data.

We may occasionally transfer personal information to you via encrypted email, or you may choose to transfer information to us via email. Email is not a secure method of information transmission; if you choose to send such information via email, you do so understanding the risks associated with doing so.

From time to time personal data may need to be transferred outside of the European Economic Area – where this is the case then we will ensure that we have the necessary safeguards in place in accordance with Data Protection Laws.

We may need to disclose your information in order to provide proper and safe care to:

- Your general medical practitioner
- A Private/NHS hospital
- Other health professionals caring for you
- Private Health Insurance Companies of which you are a member
- Medical regulators

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We may also need to disclose your information to third party partners in the usual course of our business, this could include the following:

- third party debt collectors for the purposes of debt collection
- organisations providing IT systems support and hosting in relation to the IT systems on which your information is stored
- third party service providers for the purposes of storage of information and confidential destruction

Only information that the recipient needs to know will be disclosed.

In very limited circumstances or when required by law or a court order, personal data may have to be disclosed to a third party not connected with your health care.

In all other situations, disclosure that is not covered by this code of practice will only occur when we have your specific consent.

Where possible you will be informed of these requests for disclosure.

### **Your rights**

You have a number of important legal rights regarding the manner in which personal data relating to you is used. You can find more information about your rights on the Information Commissioner's Office website – please see <https://ico.org.uk/for-the-public/>

Below is a short overview of the most commonly used rights.

*Data Subject Access Request* - You have the right to a copy of the personal data that we hold about you. Please note there are some exceptions designed to protect the rights of others and in some circumstances, we may make a reasonable charge for additional copies of that data beyond the first copy, based on our administrative costs;

*The Right of Erasure ('Right to be Forgotten')* - the right to have your personal information erased when we have no reason to continue processing;

*Data Portability* - the right to move, copy or transfer personal information you have provided to us;

*Right to Rectification* - You have the right to have the personal data we hold about you corrected if it is factually inaccurate. It is important to understand that this right does not extend to matters of opinion, such as medical diagnoses. If any of your personal data has changed, especially contact information such as: email address, postal address and phone number please get in touch with us via email at [secretaries@oxfordgynaecology.co.uk](mailto:secretaries@oxfordgynaecology.co.uk) so we can ensure your personal data is kept up to date.

If you want to exercise your rights in respect of your personal data, the best way to do so is to contact us by email on [dataprotectionofficer@oxfordgynaecology.co.uk](mailto:dataprotectionofficer@oxfordgynaecology.co.uk) or to write to us for the attention of the Data Protection Officer at the address below:

Data Protection Officer, Oxford Gynaecology and Medicolegal Services Ltd, Nuffield Manor Hospital, Beech Road, Oxford OX3 7RP

In order to protect your privacy, we may ask you to prove your identity before we take any steps in response to such a request.

We keep our Privacy Policy under regular review and as a result it may be amended from time to time without notice. As a result, we encourage you to review this Privacy Policy regularly.