

Privacy Notice – Medical Records Digitisation

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| Plain English explanation | |
| <p>This privacy notice covers information processed by Civica on behalf of Elborough Street Surgery. This is in support of medical records digitisation. As a practice, we are involved in digitalisation our paper-based records. Civica is assisting us with collecting, transporting, scanning, and destroying these records so that they are digitalised.</p> | |
| 1) Data Controller contact details | Elborough Street Surgery |
| 2) Data Protection Officer contact details | Mr. Umar Sabat dpo.swl@nhs.net |
| 3) Purpose of the processing | The Practice is working with Civica UK Ltd to digitalise paper-based medical records. |
| 4) Lawful basis for processing | Processing of this data is necessary for the performance of tasks carried out in the public interest in our official functions |
| 5) Recipient or categories of recipients of the shared data | The data will only be processed under contract. The information will not be shared any further. |
| 6) Rights to object | You have the right to object to some or all of the information being shared |
| 7) Right to access and correct | You have the right to access any of your records. |
| 8) Retention period | The data will be retained in line with the Records Management Code of Practice 2021. |
| 9) Right to Complain. | <p>You have the right to complain to the Information Commissioner's Office, you can use this link https://ico.org.uk/global/contact-us/</p> <p>or calling their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)</p> <p>There are National Offices for Scotland, Northern Ireland and Wales, (see ICO website)</p> |

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