

Privacy Notice – Medical Records Digitisation

Plain English explanation	
<p>This privacy notice covers information processed by Civica on behalf of Glebe Road Surgery . This is in support of medical records digitisation. As a practice we are involved in digitalisation of 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	GLEBE ROAD 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 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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Last updated: N/A