Unity Surgery Privacy Policy

**Our contact details**

Name: Unity Surgery

Address: 318 Westdale Lane, Mapperely, Nottingham NG3 6EU

Phone Number: 0115 9877604

Date of Notice 24/04/2024

**The type of personal information we collect**

We currently collect and process the following information:

* Personal identifiers, contacts and characteristics (for example, name and contact details) for staff and patients in line with guidance from our Data Protection Officer and the NHS;
* Contractors information to enable us to pay invoices and correspond with them in regard to goods and services provided to the surgery;
* Staff information in regard to financial details i.e. salaries and wages/banking etc. so we can pay staff safely and appropriately;
* Medical records information for patients which goes over and above the standard patient identifier information but will include details such as carer contacts, next of kin etc.

Further details of all Privacy Notices are available from the Practice Manager

**How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

* To look after you as a patient
* To look after you as a member of staff
* To provide safe and timely payments to you as a contractor

We also receive personal information indirectly, from the following sources in the following scenarios:

* From other health or social care providers
* From requests for references for staff that you have agreed to at interview information that you have given us in order to
* Look after you well as patients
* To ensure good human resources management and ensure safety for all out staff and patients
* To help us with data to improve services

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Ruth Cutler Practice Manager. In writing please.**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a vital interest.**

**(e) We need it to perform a public task.**

**(f) We have a legitimate interest.**

**How we store your personal information**

Your information is securely stored at Unity Surgery.

We keep information for varying time periods. We will then dispose your information by shredding and safely removing the shredded material to incineration.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at NNESTUnitySurgery@nhs.net if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us - details above.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113 or ICO website: https://www.ico.org.uk