



**4-6 Corporation Road**

**Grangetown**

**Cardiff**

**CF11 7AT**

**Tel: (029) 20231259**

**Fax: (029) 20640494**

**Dr A Anwar & Dr S Anwar**

### **SUBJECT TO ACCESS REQUEST & ACCESS TO MEDICAL RECORDS**

#### **Other organisations who might ask to access your information**

Your medical records maybe occasionally shared with organisations such as insurers and solicitors for the purpose of producing medical reports, processing claims or assisting in cases you are a participant in. In these instances, we will only share your records when we receive authorisation and consent from yourself.

☐ **Solicitors** often ask for medical reports. We will require your signed consent for us to disclose information. We will not normally release details about other people that are contained in your records (e.g. wife, children parents etc.) unless we also have their consent. The information requested should be limited to the information directly relating to the issues it is requested for. **Solicitors should not be requesting your entire medical records, unless there is a good reason to do so. These requests should be made under the rules governed by the Access to Medical Records Act and a fee is chargeable.**

☐ **Social Services** - The Benefits Agency and others may require medical reports on you from time to time. We will need your signed consent to provide information to them.

☐ **Life assurance and insurance Companies / employers / occupational Health Doctors** frequently ask for medical reports on individuals. These must always be accompanied by your signed consent form. These requests should be made under the rules governed by the **Access to Medical Records Act and a fee is chargeable**. The information requested should be limited to the information directly relating to the issues it is requested for. **The organisation making the request should not be requesting your entire medical records, unless there is a good reason to do so.**

We will only disclose the relevant medical information as per your consent. You have the right, should you request it, to see reports prepared for Insurance Companies, employers or occupational Health doctors before they are sent.

## Sharing Your Information without Consent

We will normally ask you for your consent, but there are times when we may be required by law to share your information without your consent, for example:

- ☐ Where there is a serious risk of harm or abuse to you or other people
- ☐ Where a serious crime, such as assault, is being investigated by the police or where it could be prevented
- ☐ Where we encounter infectious diseases that may endanger the safety of others, such as meningitis or measles (but not sensitive information i.e HIV/AIDS)
- ☐ Where a sealed court order has been issued, the court can insist we disclose the medical records we hold about you.
- ☐ Where there is a legal requirement, e.g. you had committed a Road Traffic Offence

The Surgery is committed to ensuring that your privacy is protected. If we ask you to provide information by which you can be identified when using our website, be assured that it will only be used in accordance with this privacy statement.

## Your rights - SUBJECT TO ACCESS REQUEST (SAR)

You have the right to access your own personal data held by the Surgery (**right of subject access**). The data can be viewed on request and copies of the data will be provided free of charge within 1 calendar month of receiving the request unless the data held is complex in nature. **You will need to provide adequate information to enable us to identify you before providing the information.**

You also have the right to have inaccurate or incomplete data corrected, but we cannot delete data from your health records. In addition, you have the right to object to the way your data is being used.

You have the right to restrict the way in which and purpose for which your data is processed. You can choose to restrict the collection or use of your personal information in the following ways:

- ☐ Information you supply using any electronic form(s) on the Surgery website will only be used for the purpose(s) stated on the form.
- ☐ If forms provided by someone other than the Surgery, look for the tick box that indicate you do not want the information to be used for direct marketing purposes.

**Data retention**

The Surgery will retain your data until you register with another GP surgery when it will be sent to the new GP surgery, or until your death when it will be transferred to NHS Wales Shared Services Partnership for destruction in line with their retention rules. Some electronic data will be retained on our computerised clinical management system, but this will only be accessed in line with the legal reasons for processing data as stated above.

**Contacts, concerns and complaints**

If you wish to raise any issues in relation to the data held by the Surgery about you, please contact the

**Practice Manager Ann-Marie O'Hanlon**  
**Corporation Road Surgery**  
**4 – 6 Corporation Road**  
**Cardiff**  
**CF11 7AT**  
**T: 029 20231259**  
**E: [practice.manager.w97063@wales.nhs.uk](mailto:practice.manager.w97063@wales.nhs.uk)**

You have the right to raise issues with the Information Commissioners Office about the control and processing of your personal data. The ICO for Wales contact details are:

**Information Commissioner's Office – Wales**  
**2nd Floor, Churchill House**  
**Churchill Way**  
**Cardiff**  
**CF10 2HH**  
**T: 029 2067 8400**  
**E: [wales@ico.org.uk](mailto:wales@ico.org.uk)**  
**W: [www.ico.gov.uk](http://www.ico.gov.uk)**

**Review**

**This notice will be reviewed in December 2018**