



*"Bringing Practices Together  
To Improve Primary Care"*

## **360 CARE**

### **FAIR PROCESSING NOTICE**

**Date Published:** 7<sup>th</sup> February 2020.

This information explains our privacy policy and how we will use and protect any information about you that you give us.

This privacy statement only covers 360 Care

#### **Who We Are**

360 Care is a federation of the GP practices listed below who work together and share the responsibility for developing and delivering high quality patient focused services.

- Roxton Practice
- Healing Partnership
- Dr A Sinha
- Raj Medical Centre
- Core Care Family Practice
- Dr AP Kumar
- Dr RK Mathews

#### **How we use Information**

360 Care only hold information regarding service users who have been referred to us by their General Practitioner. This information is held in a secure clinical system and is only used to manage patients who have been referred by their General Practitioner

#### **Personal Confidential Information**

360 Care does not directly provide health care services and therefore does not hold personal health care records. If you wish to have sight of, or obtain copies of your of your own personal health care records you will need to apply to your GP Practice, the Hospital or NHS Organisation which provided your health care.

#### **The Data Protection Act**

Under the Data Protection Act (2018) and General Data Protection Regulation (EU) 2016/679 (2018) we have a legal duty to protect any information we collect from you. We use leading technologies and encryption software to safeguard your data and keep strict security standards to prevent any unauthorised access to it.

We will not pass on your details to any third party or other government department unless you consent to this or when it is necessary and we are allowed or required to by law.

The Information Commissioners Office maintains a public register of organisations that use personal data. 360 Care's registration Number is Z3494918.

The entry sets down:

- The purpose for which the personal data are held, such as personnel, marketing or research;
- Categories of individuals, such as employees, services users, ICB members;
- Categories of personal data held, such as name, address, medical history;
- To whom the personal data will be disclosed, such as NHS England, Central Government;
- Whether personal information will be transferred overseas.

Departments intending to process personal data not covered by the registration must contact the Business Support Officer.

### **Keeping Information Secure and Confidential**

All staff have a contractual obligation of confidentiality, enforceable through disciplinary procedures. All staff are trained to keep information confidential. Any staff who, because of their role, need to have regular access to personal information, receive additional specialist training.

We take relevant organisational and technical measures to make sure that the information we hold is secure - such as holding information in secure locations, restricting access to information to authorised personnel, protecting personal and confidential information held on equipment such as laptops with encryption.

Each NHS organisation has a senior person responsible for protecting the confidentiality of patient information and enabling appropriate information sharing. This person is called the Caldicott Guardian. The Caldicott Guardian for 360 Care is Miss Victoria Lane, Practice Manager the Dr A Sinha practice.

### **Changes to our policy**

If our privacy policy changes in any way, we will place an updated version on this page. Regularly reviewing the page ensures you are always aware of what information we collect, how we use it and under what circumstances, if any, we will share it with other parties.

### **Right to Withdraw Consent**

At any time you have the right to refuse/withdraw consent to information sharing. The possible consequences will be fully explained to you and could include delays in receiving care.

### **Contacts**

If you have any questions about these terms and conditions, please email us at: - [360care.nous@nhs.net](mailto:360care.nous@nhs.net)

### ***Or you can write to us at: -***

Cromwell Primary Care Centre  
Cromwell Road  
Grimsby  
DN31 2BH

### ***For independent advice about data protection, privacy and data-sharing issues, you can contact:***

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow,  
Cheshire  
SK9 5AF

**Phone:** 08456 30 60 60 or 01625 54 57 45

**Website:** [www.ico.org.uk](http://www.ico.org.uk)