

Castle Gardens Surgery uses personal and confidential information for a number of purposes. This Privacy Notice (also known as Fair Processing) provides a summary of the information that we hold, what we use it for and also who we will or may share information with. This Privacy Notice is part of our commitment to ensure that we process your personal data fairly and lawfully.

Castle Gardens Surgery recognises the importance of protecting personal and confidential information in all that we do, all we direct or commission, and takes care to meet its legal duties. The law determines how organisations can use the personal information that we collect. The key pieces of legislation that we must comply with are;

- Data Protection Act 1998 (DPA),
- Human Rights Act 1998 (HRA),
- Health & Social Care Act 2012 (HCA), and
- The common law duty of confidentiality.

Castle Gardens Surgery collects person confidential information about our service users to support care pathways. This information can include:

- Your name, address, telephone number, date of birth and next of kin
- Appointment details, associated admissions
- Correspondence, notes and reports
- Investigations and test results

Castle Gardens Surgery uses this information for the following reasons:

- To help inform the decisions that we make about your care
- To ensure that your treatment is safe and effective, including any advice that may be provided as part of your care
- To help us work effectively with other organisations who may also be involved in your care

Castle Gardens Surgery may share this with other organisations, to support the following:

- To help us protect the health of the public in general,
- To manage and plan our services for the future, including measure our performance to ensure that we remain effective,
- To help our staff review the care that is provided, to ensure that it is of the highest standard, and
- To enable the continual improvement of the competency of staff and service providers

For more detailed information about your rights and our responsibilities, we have a number of information leaflets that have been produced, available in our waiting areas and reception, as well as further resources on our Website www.castlegardenssurgery.co.uk . Easy read format as well as information in other languages is available upon request. Alternatively there is more information on the -CCG Information governance website:

<http://www.newdevonccg.nhs.uk/who-we-are/information-governance/100094>

- where visitors will find fair processing information and patient leaflets with D-CCG phone numbers and email addresses.