

How you can get access to your own records

You have the right to see and/or have copies of your medical records. Access is controlled by the Data Protection Act 1998.

Applications for access to a record may be made by:

- The patient
- Any person whom the patient has authorised in writing to apply
- The parent/guardian of a child under 16 providing the child consents or cannot understand the meaning of the application
- A child if they are able to understand the nature of the application
- A person appointed by the court to manage a patient's affairs if the patient is mentally incapable
- The personal representative of a deceased person

Requests should be made in writing and provide as much detail as possible about the patient and the records you wish to see. There will be a fee charged for this service.

Access for employment or insurance purposes

You are entitled to see reports provided by a GP within the practice for these purposes

The insurance company will request that you give your consent to a report being completed and will be asked whether you wish to see the report before it is sent.

If you wish to see the report you must arrange this with us within 21 days of making the request. If you disagree with the report, you must make a written request for it to be amended which will be considered by the doctor. If the doctor refuses your request your comments will be attached to the document, otherwise the insurance company or employer will not know that you have commented on the report.



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**CHEDDAR
MEDICAL
CENTRE**

YOUR INFORMATION



WHAT YOU NEED TO KNOW

This leaflet explains what information we collect about you and why, how this information might be used and the rights you have to access your own medical records

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What information we collect about you

Your doctor and other health professionals caring for you keep records about your health and any treatment and care you receive from the National Health Service. These Help ensure that you receive the best possible care from us.

Your information may be held electronically on our computers or in your hand-written, manual records

Your records may include:

- Basic details about you such as your address and next of kin
- Contacts we have had with you, such as clinic visits
- Notes and reports about your health and any treatment and care you receive
- Results of investigations such as x-rays and laboratory tests
- Relevant information from other health professionals or those who care for you,

How your information is used

Your records are used to guide those caring for you and to ensure that:

- Your doctor, nurse or any other healthcare professional involved in your care has accurate and up-to-date information
- Full information is available if you see another doctor, or are referred to a specialist or another part of the NHS
- There is a good basis for assessing the type and quality of care you have received
- Your concerns can be properly investigated if you need to complain

Your information may also be used to help the NHS:

- Assess the needs of the general population
- Make sure the NHS can meet patient needs in the future
- Review the care we provide
- Teach and train healthcare professionals
- Conduct health research and development
- Prepare statistics on the performance of the NHS
- Audit the services the NHS is providing

Where your information is used for statistical purposes, stringent measures are used to ensure that the individual patients cannot be identified. Such anonymous information may also be passed on to universities and research institutions.

Non-anonymous information will only be used with your consent unless the law requires otherwise.

How your information is kept confidential

Everyone working for the NHS has a legal duty to keep information about you confidential

You may be receiving care from organisations other than the NHS (such as Social Services). We may need to share some information about you so we can all work together from your benefit. We will only ever share your information if there is a genuine need for it and we will not disclose information without your consent unless there are exceptional circumstances, such as where the health and safety of you or others would be put at risk, or where the law demands it.

We are required by law to report certain information to the appropriate authorities. This is only provided after formal permission has been given by a qualified health professional. Occasions where we must pass on information include:

- Notification of new births
- Infectious diseases which may put others at risk, such as measles or meningitis (but not HIV/AIDS)
- Where a formal court order has been issued

Anyone who receives information from us is also under a legal duty to keep it confidential