

## **Privacy Notice – Sarnia Medical Services Limited (SMSL), Guernsey**

Sarnia Medical Services Limited is a joint venture between the entire Island's GP Practices and it serves the whole population of Guernsey by running the Out of Hours GP Service.

Healthcare professionals who provide you with care are required by law to maintain records about your health and any treatment or care you have received. These records help us to provide you with the best possible medical care. This privacy notice explains why Sarnia Medical Services Limited collects information about patients and how we keep it safe and confidential and how that information may be used.

We collect and hold data for the purpose of providing healthcare services to our patients. We may keep your information in a written form and / or a digital form. The records will include basic details about you, such as your name, address and date of birth but they may also include more sensitive data (known as 'special category' data) such as information about your health, your problems, medical investigations, treatments and outcomes of treatments, your habits, appointments you have attended, referrals to specialists and other healthcare providers, the observations and opinions of other healthcare workers within and outside of Sarnia Medical Services Limited, as well as comments and aide memoires reasonably made by healthcare professionals who are appropriately involved in your healthcare.

In some situations your health needs may require care from other healthcare providers or healthcare services outside of Sarnia Medical Services Limited or your own GP Practice, such as referral to see a specialist. In these situations we will exchange with them information about you that is necessary for them to provide that care. Anyone with whom we share this information will have a professional and contractual duty of confidentiality.

We share all records of the care provided by the Out of Hours Service with your GP Practice. Your GP Practice will pass the minimum details required (date, name, GY number, date of birth, doctor's initials, code indicating whether a consultation or home visit and the amount charged) to the Office *of the* Committee for Employment & Social Security (ESS) in order to claim the grant on your behalf towards the cost of your Out of Hours consultation.

Health and Social Care (HSC) provide a number of screening programmes to detect certain diseases such as bowel and breast cancer at an early stage. For patients eligible for this screening your GP Practice will share a basic level of information with HSC such as your name, age and address so that you are invited to the relevant screening programmes. We are also obliged to inform Public Health if patients are suffering with certain notifiable illnesses such as food poisoning. This will require sharing some personal information with this organisation. Anonymised data may be used at a local level to help the States of Guernsey plan services.

In all of these situations we would only share your information with others involved in your care who have a genuine need for it and only the minimum amount of information required to serve that purpose would be released. However, you do have a right to object to our sharing of any of your data.

We would not share your information with any other third parties without your explicit consent unless there were exceptional circumstances (i.e a life and death situation) or where disclosure is in the public interest or when there is a legal duty to do so, for example a court order.

We are required by Articles in the Data Protection (Bailiwick of Guernsey) Law, 2017 to provide you with information in the following subsections:

<b>1.Data controller</b>	Sarnia Medical Services Limited
<b>2.Data Protection Officer</b>	The SMSL Manager c/o L'Aumone Surgery, Castel, Guernsey GY5 7RU. Telephone: (01481) 251033
<b>3.Purpose of the processing</b>	Direct Care is care delivered to the individual alone, usually in the Primary Care Centre or at your place of residence. After a patient agrees to a referral for direct care elsewhere, such as a referral to a specialist in a hospital, necessary and relevant information about the patient, their circumstances and their problem will need to be shared with the other healthcare workers, such as specialists, therapists, technicians etc. The information that is shared is to enable the other healthcare workers to provide the most appropriate advice, investigations, treatments, therapies, health screening and or care.
<b>4.Lawful basis for processing</b>	The processing of personal data in the delivery of direct care and for the providers administrative purposes and in support of direct care elsewhere is supported under the following articles Schedule 2 Part 2 (10)(a)(i) <ul style="list-style-type: none"> <li>(a) The processing is necessary for a health or social care purpose...</li> <li>(b) In subparagraph (a) – <ul style="list-style-type: none"> <li>'Health or social care purpose' includes the purpose of –</li> <li>(i) Preventative or occupational medicine</li> <li>(ii) The assessment of the working capacity of an employee or worker</li> <li>(iii) Medical diagnosis</li> <li>(iv) The provision of medical, health or social care or treatment, or</li> <li>(v) The management of medical, health or social care systems and services.</li> </ul> </li> </ul>
<b>5. Recipient or categories of recipients of the processed data</b>	The data will be shared with health and care professionals and support staff in the Primary Care Centre, at your GP Practice and at relevant hospitals, the Medical Specialist Group and other medical specialist or healthcare providers, community service providers, pharmacies, Public Health, ESS, HSC and diagnostic and treatment centres when they will be contributing to your personal care.
<b>6. Rights to object</b>	You have the right to object to some or all the information being processed. Please contact the Data Controller. You should be aware that this is a right to raise an objection. That is not the same as having an absolute right to not having your data processed in every circumstance.
<b>7. Right to access and correct</b>	You have the right to access the data that is being shared and have any inaccuracies corrected. There is no right to have accurate medical records deleted except when ordered by a court of Law.
<b>8 Retention period</b>	The data will be retained as per the SMSL Policy on the management and retention of records. As a basic principle electronic health records would be kept indefinitely. Ten years after a patient has died or left their GP Practice, paper records may be confidentially destroyed.
<b>9 Right to complain</b>	You have the right to complain to the Information Commissioner's Office. Office of the Data Protection Commissioner, Guernsey Information Centre, St Peter Port, Guernsey, GY1 2LQ. Telephone (01481) 742074. E-mail enquiries@dataci.org

Further information may be requested from Mrs Karen Diamond, Manager, Sarnia Medical Services Limited, c/o L'Aumone Surgery, Castel, Guernsey, GY5 7RU. Telephone (01481) 251033 or e-mail kfd@health.gg