



SPRING HOUSE MEDICAL CENTRE

DATA PROTECTION ACT – PATIENT INFORMATION

We need to hold personal information about you on our computer system and in paper records to help us to look after your health needs. Your clinician is responsible for their accuracy and safe keeping. Please help to keep your record up to date by informing us of any changes to your circumstances.

From time to time, information may be shared with others involved in your care, if it is necessary and in your best interests. Anyone with access to your record is properly trained in confidentiality issues and is governed by both a legal and contractual duty to keep your details private.

All information about you is held securely and appropriate safeguards are in place to prevent accidental loss.

In some circumstances we may be required by law to release your details to statutory or other official bodies, for example, if a court order is presented, or in the case of public health issues. In other circumstances you may be required to give written consent before information is released – such as for medical reports for insurance, solicitors etc.

To ensure your privacy, we will not disclose information over the telephone unless we are sure that we are talking to you.

Information will not be disclosed to family, friends, or partners unless we have written , prior consent and we do not leave messages with others.