**Privacy Notice – Medical Records Digitisation**

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| **Plain English explanation**  This privacy notice covers information processed by Civica on behalf of Broad Lane Surgery. This is in support of medical records digitisation. As a practice we are on involved in digitalisation our paper based records. Civica is assisting us with collecting, transporting, scanning and destroying these records so that they are digitalised. | |
| 1**) Data Controller** contact details | Broad Lane Surgery  71 Broad Lane  Hampton  Middx TW12 3AX |
| **2) Data Protection Officer** contact details | Mr Umar Sabat dpo.swl@nhs.net |
| 3) **Purpose** of the processing | The Practice is working with Civica UK Ltd to digitalise paper based medical records. |
| 4) **Lawful basis** for processing | Processing of this data is necessary for the performance of tasks carried out in the public interest in our official functions |
| 5) **Recipient or categories of recipients** of the shared data | The data will only be processed under contract. The information will not shared any further. |
| 6) **Rights to object** | You have the right to object to some or all of the information being shared |
| 7) **Right to access and correct** | You have the right to access any of your records. |
| 8**) Retention period** | The data will be retained in line with the Records Management Code of Practice 2021. |
| 9) **Right to Complain**. | You have the right to complain to the Information Commissioner’s Office, you can use this link <https://ico.org.uk/global/contact-us/>  or calling their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)  There are National Offices for Scotland, Northern Ireland and Wales, (see ICO website) |

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Last updated: N/A