

The Newman Practice

PATIENT POSTER – DATA PROTECTION (UK GDPR)

YOUR INFORMATION – YOUR RIGHTS

We take your privacy seriously. We hold personal and medical information about you to provide safe and effective healthcare.

KEEPING YOUR RECORD UP TO DATE

Please tell us if your details change (address, phone number, name, next of kin). Accurate information helps us provide the best care.

WHO CAN SEE YOUR INFORMATION?

Only authorised staff involved in your care can access your record. Information may be shared with other healthcare professionals when necessary.

All staff are trained in confidentiality and data protection.

HOW WE PROTECT YOUR INFORMATION

Your information is stored securely using:

- Encrypted NHS systems
- Password-protected access
- Locked paper record storage
- Confidential waste disposal
- Regular staff training

WHEN WE MAY SHARE INFORMATION BY LAW

We may be required to share information if:

- A court order is issued
- There is a public health requirement
- There is a legal obligation

We will only share the minimum necessary information.

WHEN WE NEED YOUR CONSENT

We will ask for your **written consent** before releasing information for:

- Insurance reports
- Solicitor requests
- Employer medical reports
- Non-NHS services

We will **not** disclose information to family, friends, or spouses without your written permission.

TELEPHONE & MESSAGE PRIVACY

To protect your confidentiality:

- We do not give information over the phone unless we are sure we are speaking to you.
- We do not leave messages with others.
- We do not discuss your medical details with anyone without consent.

YOUR RIGHT TO ACCESS YOUR RECORDS

You have the right to see your medical records. Please ask at reception for details. An appointment may be required.