



# Linden Medical Centre

Updated January 2017

## How We Share Your Data

### Introduction

1. There are a number of reasons why we may share your data with other organisations. The following paragraphs detail in what circumstances what information will be shared and how.

### Referrals

2. When a clinician refers you to a service provided somewhere else in the NHS, or by a charity, or by a private medical provider, it is assumed that your consent for the referral includes consent for us to send relevant clinical data from your medical record to ensure that you can receive the best care from that provider. For example, a referral to a cardiologist would include a summary of your medical conditions, a list of your medications and allergies and the results of any investigations carried out that might be relevant to your ongoing care, in addition to the GP's letter to the cardiology consultant.

3. This information will normally be sent electronically via the NHS secure link, but occasionally email, fax or even old-fashioned post will be used.

### Requests from 3rd Parties

4. Where, for example, an insurance company or solicitor asks for part or all of your medical record we will share your information provided that you have consented to the specific request. We always check for consent and will reject any such request where there is a doubt over the consent. We may ring you to gain a verbal check on any consent forms that we are unsure about, or require you to sign a separate form.

### Summary Care Records (9Ndo/9Ndm)

5. Following a national campaign in 2013, all patients now have a 'Summary Care Record' (SCR) which is a very brief summary of your record and includes information on your allergies and adverse reactions, and any current one-off medications, in addition to any current and past repeat medications. Unless you have opted out, your SCR will be uploaded to the national NHS database, known as the 'Spine'. You can opt out of this at any time, or opt to increase the amount of information contained in it eg diagnoses, test results etc.

6. Your SCR can be accessed by services such as A&E departments or NHS 111 though anecdotal evidence suggests that it is not frequently used in A&E. Access is limited to those personnel who have appropriate rights given to them by individual NHS organisations. Anyone wishing to gain access would where possible seek your consent, or the consent of a relative if you are incapacitated.

7. You can find out more about SCRs here: <https://digital.nhs.uk/scr>

## Share Your Care (93C0/9C31)

8. Your Electronic Health Record can now be accessed, with your consent at the time of access, by a number of **health** and **social care** organisations across Berkshire. The amount of information that can be seen will depend on who is looking at your record. The person consulting your record will have access rights dependent on their role.

9. It is effectively an extension of the system already in place where if you have an out-of-hours (OOH) consultation at St Mark's Hospital, the GP there can access your record with your consent – this is only possible because we share the same clinical system as the OOH provider. What Share Your Care does is mean that your information can be viewed regardless of which clinical system was used to record the information.

10. Similarly to SCRs, you can opt-out of this if you wish but you should be aware that it may prolong the time taken to establish your needs when you are seen by a care provider other than your GP.

11. You can find out more about Share Your Care here: <https://www.shareyourcareberkshire.org/>

### When we DO NOT Share Your Information

12. Your GP practice is not a law-enforcement agency or part of the Home Office. We will only release your information for reasons **other than healthcare** if ordered to do so by a **court order**, or if it is required urgently in the investigation of a **major crime**. For a full list of exemptions see the Data Protection Act 1998.

### Opting Out

13. If you choose to opt out of the SCR or Share Your Care, you should be aware of the consequences of this. You will almost always (unless you are incapacitated) be able to decide at the point of care, whether or not you allow a health professional to access your record; however, if you opt out of either scheme, you will be unable to reinstate it immediately – it requires written consent at your GP practice. At worst this may delay treatment while a clinician establishes more information about your health record. More usually, it may cause delays and require you to undergo tests/investigations twice, or keep repeating your story.

14. If you wish to opt out please complete the form and return to the practice:

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Please print in block capitals.

Name:

DoB:

Address:

I wish to opt out from having a Summary Care Record

9Ndm

I wish to opt out from Share Your Care

9C31

Signed: