



Urology Chambers Limited

How we use your information

Urology Chambers Limited collect store and use personal data during our work every day, such as medical records and computerised information.

We take our duty to protect your personal information and confidentiality very seriously and take all reasonable measures to ensure the confidentiality and security of personal data for which we are responsible.

How do we collect information about you?

We keep records about your health and any treatment. These records help to ensure that you receive the best possible care. They may be written down in paper records or held on computer.

We keep records of medico-legal instruction. These records include not only records on a claimant's health and treatment but also legal documentation relating to the progression of a claim. These records may be written down or held on computer.

It is essential that your details are accurate and up to date. Always check that your personal details are correct when you visit us and please inform us of any changes as soon as possible.

UCLtd's lawful basis for processing data is based on the **contractual obligation** a provide and support direct care during your consultation and treatment. (GDPR Article 6(1)(b)). We need to process a patient's data (name, address, DOB, email address and medical records/images) and rely on implied consent to share your data only when necessary with other care providers involved in your assessment and treatment.

Who do we share personal information with?

Everyone working within Urology Chambers Limited has a legal duty to keep information about you confidential. Similarly, anyone who receives information from us has a legal duty to keep it confidential.

We will not disclose your information to any other third parties except where there is a legitimate interest, we may share information with:

- Medical Professional engaged by us to carry out services to you.
- Secretarial Services engaged by us to carry out practice administration
- Your GP or medical practitioner – we will contact your GP or medical practitioner following an outpatient consultation and with a discharge summary following any inpatient or day case procedure.
- To submit claims relating to your treatment to your insurer or any other third party covering the cost of any treatment or assessment on your behalf.
- The Department of Health or any other statutory body to whom we are required to submit data.
- Authorised organisation to convert your data into an anonymised statistical form.
- We will provide information to progress your medico-legal claim in accordance with your solicitor's instructions and guidance from the Courts.

How your personal information is used to improve the service we provide.

Your information may also be used to:

1. Review the care we provide to ensure it is of the highest standard and quality.
2. Ensure our service can meet patient needs in the future
3. Investigate patient queries, complaints and legal claim
4. Ensure that we receive payment for the care you receive
5. Prepare statistics on our performance
6. Help train and educate healthcare professionals.
7. As part of Mr Millers regular appraisal based on the GMC guidelines for *Good Medical Practice*

Disclosure of Information

You have the right to restrict how and with whom we share the personal information in your records that identifies you. You can also change your mind at any time about a disclosure decision.

How you can access your records?

The Data Protection Act 1988/The EU General Data Protection Regulations give you the right to access the information we hold about you on our records. Requests must be made in writing to Urology Chambers Limited. We will provide information to you within one month of receipt:

A completed application form, containing adequate supporting information (such as your full name, address, date of birth, patient number, proof of identification etc.)

Urology Chambers Limited must be able to verify your identity using “reasonable means”. Please send all requests to the below address along with an indication of what information you are requesting to enable us to locate it in an efficient manner.

This can be extended by a further two months where the request is complex or where there are numerous requests. If this is the case, we will contact you within one month of the receipt of the request and explain why the extension is necessary.

Data Controller	Notification
<p>The Data Controller responsible for keeping your information confidential is:</p> <p>Linda Morrell Urology Chambers Limited ICO Registration Number Z3117055 39 Shepherds Hill Highgate London N6 5QJ Tele: 02083411799</p>	<p>The Data Protection Act 1989 requires organisation to log a notification with the Information Commissioner to describe the purposes for which they process personal information. These details are publicly available from:</p> <p>Information Commissioner’s Office Wycliffe House Water Lane Wilmslow SK9 5AF Website: www.ico.gov.uk Tele: 08456 306060</p>

Urology Chambers Limited have appointed a Data Protection Officer (DPO). The role of the DPO is to monitor compliance with the GDPR, train staff and conduct internal audits and to be the first point of contact for supervisory authorities and for individuals whose data is processed.

Should you wish to contact the DPO please email: linda@ronaldmiller.com or call 08023411799 (Linda Morrell)

I have read and understood how my personal data may be used and agree to this purpose.

Please Sign:

Date:

