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| **Dr. J.P. Hopcroft**  **Dr. R.T. Summers**  **Dr. C.J. Wright**  **Dr. A. Mayet**  **Dr. P. Afsar**  **Dr. N. Skaria**  **Dr. G.Rajarathinam**  **Dr. S. Keegan** |

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| Description: illustration of the surgery |

***FERN HOUSE SURGERY***

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| **Privacy Notice**  **Payments** |

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Contract holding GPs in the UK receive payments from their respective governments on a tiered basis. Most of the income is derived from baseline capitation payments made according to the number of patients registered with the practice on quarterly payment days. There are also graduated payments made according to the practice’s achievement of certain agreed national quality targets known as the Quality and Outcomes Framework (QOF). Practices can also receive payments for participating in agreed national or local enhanced services. Practices can also receive payments for certain national initiatives such as immunisation programs and practices may also receive incomes relating to a variety of non patient related elements.

In order to make patient based payments basic and relevant necessary data about you needs to be sent to the various payment services. The release of this data is required by English laws.

NHS England’s powers to commission health services under the NHS Act 2006 or to delegate such powers to CCGs and the GMS regulations 2004 (73)1. For more information about payments the English GPs please see; <https://digital.nhs.uk/NHAIS/gp-payments>, <https://digital.nhs.uk/catalogue/PUB30089> and <http://www.nhshistory.net/gppay.pdf>

**Invoice validation**

Your information may be shared if you have received treatment to determine which Clinical Commissioning Group (CCG) is responsible for paying for your treatment. This information may include your name, address and treatment date. All of this information is held securely and confidentially; it will not be used for any other purpose or shared with any third parties.

We are required by law to provide you with the following information about how we handle your information.

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| **Data Controller** contact details | Fern House Surgery, 125 – 129 Newland Street, Witham, Essex CM8 1BH |
| **Data Protection Officer** contact details | Information Governance Lead, Fern House Surgery, 125 – 129 Newland Street, Witham, Essex CM8 1BH |
| **Purpose** of the processing | To enable GPs to receive payments. To provide accountability. |
| **Lawful basis** for processing | These purposes are supported under the following sections of the GDPR:  *Article 6(1)(c) “processing is necessary for compliance with a legal obligation to which the controller is subject.”*  *and*  *Article 9(2)(h) ‘necessary for the purposes of preventative or occupational medicine for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or* ***the management of health or social care systems and services****...”*  Healthcare staff will also respect and comply with their obligations under the common law duty of confidence. |
| **Recipient or categories of recipients** of the processed data | The data will be shared with Health and care professionals typically based within NHS England contracting departments or Mid Essex CCG as well as local or national public health teams.  Data supplied has no direct patient identifiers beyond the NHS number which is used to check that a patient is registered with the practice and therefore eligible for the service provided.  Where the practice is contributing to research no data will be disclosed without clear, unambiguous consent from the patient. |
| **Rights to object** | You have the right to object to some or all the information being processed under Article 21. Please contact the Data Controller or the practice. You should be aware that this is a right to raise an objection, that is not the same as having an absolute right to have your wishes granted in every circumstance |
| **Right to access and correct** | * You have the right to access your medical record and have any errors or mistakes corrected. If you would like to access this information, you will need to complete a Subject Access Request (SAR). Please ask at reception for a SAR form. * We are not aware of any circumstances in which you will have the right to delete correct information from your medical record; although you are free to obtain your own legal advice if you believe there is no lawful purpose for which we hold the information and contact us if you hold a different view. |
| **Retention period** | GP medical records will be kept in line with the law and national guidance. Information on how long records are kept can be found at: <https://digital.nhs.uk/article/1202/Records-Management-Code-of-Practice-for-Health-and-Social-Care-2016> |
| **Right to complain** | You have the right to complain to the Information Commissioner’s Office. If you wish to complain follow this link <https://ico.org.uk/global/contact-us/> or call the helpline **0303 123 1113** |
| **Data we get from other organisations** | We receive information about your health from other organisations who are involved in providing you with health and social care. For example, if you go to hospital for treatment or an operation the hospital will send us a letter to let us know what happens. This means your GP medical record is kept up-to date when you receive care from other parts of the health service. |