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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**  **DVLA** |

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Applicants and licence holders have a legal duty to notify the DVLA of any injury or illness that would have a likely impact on safe driving ability.

GPs are obliged to notify the DVLA when fitness to drive requires notification but an individual cannot or will not notify the DVLA themselves, and if there is concern for road safety, which would be for both the individual and the wider public.

We are required by Articles in the General Data Protection Regulations to provide you with the information in the following 9 subsections.

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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 DVLA access to a patient’s medical records or to obtain a GP report for the purposes of their assessment or investigation into driver safety for medical reasons. |
| **Lawful basis** for processing | These purposes are supported under the following sections of the GDPR:  There is a specific legal justification;  *Article 6(1)(d) “processing is necessary to protect the vital interests of the data subject or of another natural person”*  And  *Article 9(2)(c) “processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent”*  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 DVLA. |
| **Rights to object** | No. |
| **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** |