

Use of Patient Information

Project / Event / Document: **Mid Essex Extended Access Service**

Partner organisation/s: **Patients registered practice and Elizabeth Courtauld Partnership**

How will patient information be used?

When a patient books at appointment to attend an Extended Access hub, the registered practice will grant access permissions to the Elizabeth Courtauld Partnership to be able to access that patient record. The record will only be accessed by staff employed by Elizabeth Courtauld Partnership who are responsible for delivering the Extended Access service.

Once the patient has attend the appointment, the record will be updated accordingly and the registered practice will be informed that the record has been updated and that the appointment has been concluded.

Staff at the Elizabeth Courtauld Partnership will no longer have access to the patient record once the consultation has concluded and the registered practice has been informed.

Will patient records to be shared?

Elizabeth Courtauld Partnership will not share patient records with a third party. However, it should be noted that relevant patient information may be shared where a referral or test request is made on behalf of the patient.

How will this recording be stored, accessed and protected, and for how long?

Patient records are stored, accessed and protected on a secure clinical system within your registered practice. Staff at the Elizabeth Courtauld Partnership will be granted access to patient records, as required, in order to deliver the Extended Access service. Records are only accessible for the duration required to undertake the appointment, action any ongoing treatment required and update the record.

Your rights as a data subject

Going forward, you have the right to withdraw your consent at any time, for any reason.

To do this, please contact your registered practice.

You have the right of access to information held about you by your registered practice. Information on how to make such a request is available on your registered practice website.

Under the General Data Protection Regulation, you have a number of rights as a data subject. Information on all your rights as an individual whose data we process are available here:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>