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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**  **Safeguarding** |

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**Safeguarding**

Safeguarding adults at risk of abuse or neglect is a collective responsibility. Whilst individuals and organisations have distinct roles, the system cannot operate effectively unless the different individuals and organisations work together.

“The hand of safeguarding helps all children and adults who are at risk of harm or abuse. It touches the lives of children when it protects them from harm and neglect from wherever that comes; and it helps to provide them with all the chances needed to achieve the best a life can bring.

To vulnerable adults it brings kindness, respect, dignity and support however short the hand that life has dealt them, and it protects them from harm and misuse from all and any quarter.

* Sometimes we need to share information so that other people, including healthcare staff, children or others with safeguarding needs, are protected from risk of harm.
* These circumstances are rare.
* We do not need your consent or agreement to do this.

For further information please visit <https://midessexccg.nhs.uk/about-us/safeguarding>

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 | Safeguarding is the action that is taken to promote the welfare of children and vulnerable adults and protect them from harm. |
| **Lawful basis** for processing | These purposes are supported under the following sections of the GDPR:  *Article 6(1)(e) ‘…necessary for the performance of a task carried out in the public interest or in the exercise of*  and:  *Article 9(2)(b) ‘...is necessary for the purposes of carrying out the obligations and exercising the specific rights of the controller or of the data subject in the field of ...social protection law in so far as it is authorised by Union or Member State law..’*  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:   * Mid Essex CCG Safeguarding Teams; * Essex County Council Safeguarding Teams; and * Healthcare Professionals and services involved in the patient’s care |
| **Rights to object** | * You are not able to object when information is legitimately shared for safeguarding reasons. * In appropriate circumstances it is a legal and professional requirement to share information for safeguarding reasons. This is to protect people from harm.   There is also GMC guidance:  <https://www.gmc-uk.org/guidance/ethical_guidance/children_guidance_56_63_child_protection.asp> |
| **Right to access and correct** | The DSs or legal representatives has the right to access the data that is being shared and have any inaccuracies corrected. There is no right to have accurate medical records deleted except when ordered by a court of Law. |
| **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. |