Title: GDPR Policy

Introduction

Portsmouth Primary Care Alliance Practices are committed to protecting the rights and freedoms of data subjects and safely and securely processing their data in accordance with all of our legal obligations.

We hold personal data about our employees, clients, suppliers and other individuals for a variety of business purposes.

This policy sets out how we seek to protect personal data and ensure that our staff understands the rules governing their use of the personal data to which they have access in the course of their work. In particular, this policy requires staff to ensure that the Data Protection Officer (DPO) be consulted before any significant new data processing activity is initiated to ensure that relevant compliance steps are addressed.

Definitions

Business purposes	The purposes for which personal data may be used by us: Personnel, administrative, financial, regulatory, payroll and business development purposes. *Business purposes include the following:* • *Compliance with our legal, regulatory and corporate governance obligations and good practice* • *Gathering information as part of investigations by regulatory bodies or in connection with legal proceedings or requests* • *Ensuring business policies are adhered to (such as policies covering email and internet use)* • *Operational reasons, such as recording transactions, training and quality control, ensuring the confidentiality of commercially sensitive information, security vetting, credit scoring and checking* • *Investigating complaints* • *Checking references, ensuring safe working practices, monitoring and managing staff access to systems and facilities and staff absences, administration and assessments* • *Monitoring staff conduct, disciplinary matters* • *Marketing our business* • *Improving services*

Personal data	'Personal data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. *Personal data we gather may include: individuals' phone number, email address, educational background, financial and pay details, details of certificates and diplomas, education and skills, marital status, nationality, job title, and CV.*
Special categories of personal data	Special categories of data include information about an individual's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership (or non-membership), physical or mental health or condition, criminal offences, or related

	proceedings, and genetic and biometric information —any use of special categories of personal data should be strictly controlled in accordance with this policy.
Data controller	'Data controller' means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by law.
Data processor	'Processor' means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.
Processing	'Processing' means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
Supervisory authority	This is the national body responsible for data protection. The supervisory authority for our organisation is [the Information Commissioners Office].

Scope
This policy applies to all staff, which must be familiar with this policy and comply with its terms.

This policy supplements our other policies relating to internet and email use. We may supplement or amend this policy by additional policies and guidelines from time to time. Any new or modified policy will be circulated to staff before being adopted.

Who is responsible for this policy?
As our data protection officer (DPO), Mark Stubbings has overall responsibility for the day-to-day implementation of this policy. You should contact the DPO for further information about this policy if necessary. In their absence then the Data Controlling Officer (DCO) Glenn Allen is to be contacted.

Data Protection Officer	**Caroline Sims** c/o mail.j82155@nhs.net
Data Controlling Officer	**Mr Mark Stubbings** c/o mail.j82155@nhs.net

The principles
Portsdown Group Practice shall comply with the principles of data protection (the Principles) enumerated in the EU General Data Protection Regulation. We will make every effort possible in everything we do to comply with these principles. The Principles are:

Lawful, fair and transparent
Data collection must be fair, for a legal purpose and we must be open and transparent as to how the data will be used.

Limited for its purpose
Data can only be collected for a specific purpose.

Data minimisation
Any data collected must be necessary and not excessive for its purpose.

Accurate
The data we hold must be accurate and kept up to date.

Retention
We cannot store data longer than necessary.

Integrity and confidentiality
The data we hold must be kept safe and secure.

Accountability and transparency
We must ensure accountability and transparency in all our use of personal data. We must show how we comply with each Principle. You are responsible for keeping a written record of how all the data processing activities you are responsible for comply with each of the Principles. This must be kept up to date and must be approved by the DPO.

To comply with data protection laws and the accountability and transparency Principle of GDPR, we must demonstrate compliance. You are responsible for understanding your particular responsibilities to ensure we meet the following data protection obligations:

- Fully implement all appropriate technical and organisational measures
- Maintain up to date and relevant documentation on all processing activities
- Conducting Data Protection Impact Assessments
- Implement measures to ensure privacy by design and default, including:
- Data minimisation
- Pseudonymisation
- Transparency
- Allowing individuals to monitor processing
- Creating and improving security and enhanced privacy procedures on an ongoing basis

Our procedures
Fair and lawful processing
We must process personal data fairly and lawfully in accordance with individuals' rights under the first Principle. This generally means that we should not process personal data unless the individual whose details we are processing has consented to this happening.

If we cannot apply a lawful basis (explained below), our processing does not conform to the first principle and will be unlawful. Data subjects have the right to have any data unlawfully processed erased

Controlling vs. processing data
Portsdown Group Practice is classified as a data controller and a data processor. We must maintain our appropriate registration with the Information Commissioners Office in order to continue lawfully controlling and processing data.

As a data processor, we must comply with our contractual obligations and act only on the documented instructions of the data controller. If we at any point determine the purpose and means of processing out with the instructions of the controller, we shall be considered a data controller and therefore breach our contract with the controller and have the same liability as the controller. As a data processor, we must:

- Not use a sub-processor without written authorisation of the data controller
- Co-operate fully with the ICO or other supervisory authority
- Ensure the security of the processing
- Keep accurate records of processing activities
- Notify the controller of any personal data breaches

If you are in any doubt about how we handle data, contact the DPO for clarification.

Lawful basis for processing data
We must establish a lawful basis for processing data. Ensure that any data you are responsible for managing has a written lawful basis approved by the DPO. It is your responsibility to check the lawful basis for any data you are working with and ensure all of your actions comply with the lawful basis. At least one of the following conditions must apply whenever we process personal data:

Consent
We hold recent, clear, explicit, and defined consent for the individual's data to be processed for a specific purpose.

Contract
The processing is necessary to fulfil or prepare a contract for the individual.

Legal obligation
We have a legal obligation to process the data (excluding a contract).

Vital interests
Processing the data is necessary to protect a person's life or in a medical situation.

Public function
Processing necessary to carry out a public function, a task of public interest or the function has a clear basis in law.

Legitimate interest
The processing is necessary for our legitimate interests. This condition does not apply if there is a good reason to protect the individual's personal data which overrides the legitimate interest.

Deciding which condition to rely on
If you are making an assessment of the lawful basis, you must first establish that the processing is necessary. This means the processing must be a targeted, appropriate way of achieving the stated purpose. You cannot rely on a lawful basis if you can reasonable achieve the same purpose by some other means.
Remember that more than one basis may apply, and you should rely on what will best fit the purpose, not what is easiest.
Consider the following factors and document your answers:

- What is the purpose for processing the data?
- Can it reasonably be done in a different way?
- Is there a choice as to whether or not to process the data?
- Who does the processing benefit?
- After selecting the lawful basis, is this the same as the lawful basis the data subject would expect?
- What is the impact of the processing on the individual?
- Are you in a position of power over them?
- Are they a vulnerable person?
- Would they be likely to object to the processing?
- Are you able to stop the processing at any time on request, and have you factored in how to do this?

Our commitment to the first Principle requires us to document this process and show that we have considered which lawful basis best applies to each processing purpose, and fully justify these decisions.

We must also ensure that individuals whose data is being processed by us are informed of the lawful basis for processing their data, as well as the intended purpose. This should occur via a privacy notice. This applies whether we have collected the data directly from the individual, or from another source.

If you are responsible for making an assessment of the lawful basis and implementing the privacy notice for the processing activity, you must have this approved by the DPO.

Special categories of personal data

What are special categories of personal data?

Previously known as sensitive personal data, this means data about an individual which is more sensitive, so requires more protection. This type of data could create more significant risks to a person's fundamental rights and freedoms, for example by putting them at risk of unlawful discrimination. The special categories include information about an individual's:

- race
- ethnic origin
- politics
- religion
- trade union membership
- genetics
- biometrics (where used for ID purposes)
- health
- sexual orientation

In most cases where we process special categories of personal data we will require the data subject's *explicit* consent to do this unless exceptional circumstances apply or we are required to do this by law (e.g. to comply with legal obligations to ensure health and safety at work). Any such consent will need to clearly identify what the relevant data is, why it is being processed and to whom it will be disclosed.

The condition for processing special categories of personal data must comply with the law. If we do not have a lawful basis for processing special categories of data that processing activity must cease.

Responsibilities

Our responsibilities

- Analysing and documenting the type of personal data we hold
- Checking procedures to ensure they cover all the rights of the individual
- Identify the lawful basis for processing data
- Ensuring consent procedures are lawful
- Implementing and reviewing procedures to detect, report and investigate personal data breaches
- Store data in safe and secure ways
- Assess the risk that could be posed to individual rights and freedoms should data be compromised

Your responsibilities

- Fully understand your data protection obligations
- Check that any data processing activities you are dealing with comply with our policy and are justified
- Do not use data in any unlawful way
- Do not store data incorrectly, be careless with it or otherwise cause us to breach data protection laws and our policies through your actions
- Comply with this policy at all times

- Raise any concerns, notify any breaches or errors, and report anything suspicious or contradictory to this policy or our legal obligations without delay

Responsibilities of the Data Protection Officer

- Keeping the board updated about data protection responsibilities, risks and issues
- Reviewing all data protection procedures and policies on a regular basis
- Arranging data protection training and advice for all staff members and those included in this policy
- Answering questions on data protection from staff, board members and other stakeholders
- Responding to individuals such as clients and employees who wish to know which data is being held on them by us
- Checking and approving with third parties that handle the company's data any contracts or agreement regarding data processing

Responsibilities of the Business Intelligence Manager

- Ensure all systems, services, software and equipment meet acceptable security standards
- Checking and scanning security hardware and software regularly to ensure it is functioning properly
- Researching third-party services, such as cloud services the company is considering using to store or process data
- Approving data protection statements attached to emails and other marketing copy
- Addressing data protection queries from patients and other stakeholders

Accuracy and relevance

We will ensure that any personal data we process is accurate, adequate, relevant and not excessive, given the purpose for which it was obtained. We will not process personal data obtained for one purpose for any unconnected purpose unless the individual concerned has agreed to this or would otherwise reasonably expect this.

Individuals may ask that we correct inaccurate personal data relating to them. If you believe that information is inaccurate you should record the fact that the accuracy of the information is disputed and inform the DPO.

Data security

You must keep personal data secure against loss or misuse. Where other organisations process personal data as a service on our behalf, the DPO will establish what, if any, additional specific data security arrangements need to be implemented in contracts with those third party organisations.

Storing data securely

- In cases when data is stored on printed paper, it should be kept in a secure place where unauthorised personnel cannot access it
- Printed data should be shredded when it is no longer needed
- Data stored on a computer should be protected by strong passwords that are changed regularly. We encourage all staff to use a password manager to create and store their passwords.
- Data stored on CDs or memory sticks must be encrypted or password protected and locked away securely when they are not being used
- The DPO must approve any cloud used to store data
- Servers containing personal data must be kept in a secure location, away from general office space
- Data should be regularly backed up in line with the company's backup procedures
- Data should never be saved directly to mobile devices such as laptops, tablets or smartphones
- All servers containing sensitive data must be approved and protected by security software
- All possible technical measures must be put in place to keep data secure

Data retention
We must retain personal data for no longer than is necessary. What is necessary will depend on the circumstances of each case, taking into account the reasons that the personal data was obtained, but should be determined in a manner consistent with our data retention guidelines.

Transferring data internationally
There are restrictions on international transfers of personal data. You must not transfer personal data abroad, or anywhere else outside of normal rules and procedures without express permission from the DPO.

Rights of individuals
Individuals have rights to their data which we must respect and comply with to the best of our ability. We must ensure individuals can exercise their rights in the following ways:

Right to be informed
- Providing privacy notices which are concise, transparent, intelligible and easily accessible, free of charge, that are written in clear and plain language, particularly if aimed at children.
- Keeping a record of how we use personal data to demonstrate compliance with the need for accountability and transparency.

Right of access
- Enabling individuals to access their personal data and supplementary information
- Allowing individuals to be aware of and verify the lawfulness of the processing activities

Right to rectification
- We must rectify or amend the personal data of the individual if requested because it is inaccurate or incomplete.
- This must be done without delay and no later than one month. This can be extended to two months with permission from the DPO.

Right to erasure
- We must delete or remove an individual's data if requested, provided there is no compelling reason for its continued processing i.e. medical fact

Right to restrict processing
- We must comply with any request to restrict, block, or otherwise suppress the processing of personal data.
- We are permitted to store personal data if it has been restricted, but not process it further. We must retain enough data to ensure the right to restriction is respected in the future.

Right to data portability
- We must provide individuals with their data so that they can reuse it for their own purposes or across different services.
- We must provide it in a commonly used, machine-readable format, and send it directly to another controller if requested.

Right to object
- We must respect the right of an individual to object to data processing based on legitimate interest or the performance of a public interest task.
- We must respect the right of an individual to object to direct marketing, including profiling.

- We must respect the right of an individual to object to processing their data for scientific and historical research and statistics.

Rights in relation to automated decision making and profiling

- We must respect the rights of individuals in relation to automated decision making and profiling.
- Individuals retain their right to object to such automated processing, have the rationale explained to them, and request human intervention.

Privacy notices

When to supply a privacy notice

A privacy notice must be supplied at the time the data is obtained if obtained directly from the data subject. If the data is not obtained directly from the data subject, the privacy notice must be provided within a reasonable period of having obtained the data, which mean within one month.

If the data is being used to communicate with the individual, then the privacy notice must be supplied at the latest when the first communication takes place.

If disclosure to another recipient is envisaged, then the privacy notice must be supplied prior to the data being disclosed.

What to include in a privacy notice

Privacy notices must be concise, transparent, intelligible and easily accessible. They are provided free of charge and must be written in clear and plain language, particularly if aimed at children
The following information must be included in a privacy notice to all data subjects:

- Identification and contact information of the data controller and the data protection officer
- The purpose of processing the data and the lawful basis for doing so
- The legitimate interests of the controller or third party, if applicable
- The right to withdraw consent at any time, if applicable
- The category of the personal data (only for data not obtained directly from the data subject)
- Any recipient or categories of recipients of the personal data
- Detailed information of any transfers to third countries and safeguards in place
- The retention period of the data or the criteria used to determine the retention period, including details for the data disposal after the retention period
- The right to lodge a complaint with the ICO, and internal complaint procedures
- The source of the personal data, and whether it came from publicly available sources (only for data not obtained directly from the data subject)
- Any existence of automated decision making, including profiling and information about how those decisions are made, their significances and consequences to the data subject
- Whether the provision of personal data is part of a statutory of contractual requirement or obligation and possible consequences for any failure to provide the data (only for data obtained directly from the data subject)
- All practice privacy notices are held on the practice website, waiting room and practice shared area.

Subject Access Requests

What is a subject access request?

An individual has the right to receive confirmation that their data is being processed, access to their personal data and supplementary information which means the information which should be provided in a privacy notice.

How we deal with subject access requests

We must provide an individual with a copy of the information the request, free of charge. This must occur without delay, and within one month of receipt. We endeavour to provide data subjects access to their information in commonly used electronic formats, and where possible, provide direct access to the information through a remote accessed secure system.

If complying with the request is complex or numerous, the deadline can be extended by two months, but the individual must be informed within one month. You must obtain approval from the DPO before extending the deadline.

We can refuse to respond to certain requests, and can, in circumstances of the request being manifestly unfounded or excessive, charge a fee. If the request is for a large quantity of data, we can request the individual specify the information they are requesting. This can only be done with express permission from the DPO.

Once a subject access request has been made, you must not change or amend any of the data that has been requested. Doing so is a criminal offence.

Data portability requests

We must provide the data requested in a structured, commonly used and machine-readable format. This would normally be a CSV file, although other formats are acceptable. We must provide this data either to the individual who has requested it, or to the data controller they have requested it be sent to. This must be done free of charge and without delay and no later than one month. This can be extended to two months for complex or numerous requests, but the individual must be informed of the extension within one month and you must receive express permission from the DPO first.

Right to erasure

What is the right to erasure?

Individuals have a right to have their data erased and for processing to cease in the following circumstances:

- Where the personal data is no longer necessary in relation to the purpose for which it was originally collected and / or processed
- Where consent is withdrawn
- Where the individual objects to processing and there is no overriding legitimate interest for continuing the processing
- The personal data was unlawfully processed or otherwise breached data protection laws
- To comply with a legal obligation
- The processing relates to a child

How we deal with the right to erasure

We can only refuse to comply with a right to erasure in the following circumstances:

- To exercise the right of freedom of expression and information
- To comply with a legal obligation for the performance of a public interest task or exercise of official authority
- For public health purposes in the public interest
- For archiving purposes in the public interest, scientific research, historical research or statistical purposes
- The exercise or defence of legal claims

If personal data that needs to be erased has been passed onto other parties or recipients, they must be

contacted and informed of their obligation to erase the data. If the individual asks, we must inform them of those recipients.

The right to object

Individuals have the right to object to their data being used on grounds relating to their particular situation. We must cease processing unless:

- We have legitimate grounds for processing which override the interests, rights and freedoms of the individual.
- The processing relates to the establishment, exercise or defence of legal claims.

We must always inform the individual of their right to object at the first point of communication, i.e. in the privacy notice. We must offer a way for individuals to object online.

The right to restrict automated profiling or decision making

We may only carry out automated profiling or decision making that has a legal or similarly significant effect on an individual in the following circumstances:

- It is necessary for the entry into or performance of a contract.
- Based on the individual's explicit consent.
- Otherwise authorised by law.

In these circumstances, we must:

- Give individuals detailed information about the automated processing.
- Offer simple ways for them to request human intervention or challenge any decision about them.
- Carry out regular checks and user testing to ensure our systems is working as intended.

Third parties

Using third party controllers and processors

As a data controller and data processor, we must have written contracts in place with any third party data controllers and / or data processors that we use. The contract must contain specific clauses which set out our and their liabilities, obligations and responsibilities.

As a data controller, we must only appoint processors who can provide sufficient guarantees under GDPR and that the rights of data subjects will be respected and protected.

As a data processor, we must only act on the documented instructions of a controller. We acknowledge our responsibilities as a data processor under GDPR and we will protect and respect the rights of data subjects.

Contracts

Our contracts must comply with the standards set out by the ICO and, where possible, follow the standard contractual clauses which are available. Our contracts with data controllers and / or data processors must set out the subject matter and duration of the processing, the nature and stated purpose of the processing activities, the types of personal data and categories of data subject, and the obligations and rights of the controller.

At a minimum, our contracts must include terms that specify:

- Acting only on written instructions
- Those involved in processing the data are subject to a duty of confidence
- Appropriate measures will be taken to ensure the security of the processing
- Sub-processors will only be engaged with the prior consent of the controller and under a written contract
- The controller will assist the processor in dealing with subject access requests and allowing data subjects to exercise their rights under GDPR

- The processor will assist the controller in meeting its GDPR obligations in relation to the security of processing, notification of data breaches and implementation of Data Protection Impact Assessments
- Delete or return all personal data at the end of the contract
- Submit to regular audits and inspections, and provide whatever information necessary for the controller and processor to meet their legal obligations.
- Nothing will be done by either the controller or processor to infringe on GDPR.

Criminal offence data
Criminal record checks (disclosure barring service)
Any criminal record checks are justified by law. Criminal record checks cannot be undertaken based solely on the consent of the subject. We cannot keep a comprehensive register of criminal offence data. All data relating to criminal offences is considered to be a special category of personal data and must be treated as such.

Audits, monitoring and training
Data audits
Regular data audits to manage and mitigate risks will inform the data register. This contains information on what data is held, where it is stored, how it is used, who is responsible and any further regulations or retention timescales that may be relevant. You must conduct a regular data audit as defined by the DPO and normal procedures. Also annual data security and protection toolkit completion and training has to be completed and published.

Monitoring
Everyone must observe this policy. The DPO has overall responsibility for this policy. Our organisation will keep this policy under review and amend or change it as required. You must notify the DPO of any breaches of this policy. You must comply with this policy fully and at all times.

Training
You will receive adequate training on provisions of data protection law specific for your role. You must complete all training as requested. If you move role or responsibilities, you are responsible for requesting new data protection training relevant to your new role or responsibilities. Every person has to complete the NHS Data Protection and Security Toolkit training each year and GDPR training as necessary on induction and periodically in the current year.

If you require additional training on data protection matters, contact the DPO.

Reporting breaches
Any breach of this policy or of data protection laws must be reported as soon as practically possible. This means as soon as you have become aware of a breach. Our organisation has a legal obligation to report any data breaches to the ICO and NHS Digital within 72 hours.

All members of staff have an obligation to report actual or potential data protection compliance failures. This allows us to:

- Investigate the failure and take remedial steps if necessary
- Maintain a register of compliance failures
- Notify the Data Controller / DPO of any compliance failures that are material either in their own right or as part of a pattern of failures

Any member of staff who fails to notify of a breach or is found to have known or suspected a breach has occurred but has not followed the correct reporting procedures will be liable to disciplinary action.

Please refer to our data register for our reporting procedure.

Failure to comply
We take compliance with this policy very seriously. Failure to comply puts both you and the organisation at risk.
The importance of this policy means that failure to comply with any requirement may lead to disciplinary action under our procedures which may result in dismissal.

If you have any questions or concerns about anything in this policy, do not hesitate to contact the DPO.

RECORD KEEPING GUIDE
Compliance must be demonstrated. Getting to grips with data protection compliance will involve the Record Keeping Requirements. That is, the ability of the company or organisation to demonstrate by way of documentation that compliance is being ensured and ensured on an ongoing basis. This form assists in that compliance activity.

The records obligation also applies to processors in addition to controllers. This will need to be considered by Data Protection Officers in the respective organisations.

RECORDS **Records of processing activities**		
CONTROLLER	**REPRESENTATIVE**	**PROCESSOR**
Controller Records	**Representative Records**	**Processor Records**
• The Record(s) shall contain all of the following information: • Name and contact details of the Controller and, where applicable, the joint controller, the controller's representative and the Data Protection Officer. • Purpose of the processing. • Description of categories of data subjects and categories of personal data. • Categories of recipients to whom the personal data have been or will be disclosed including recipients in third countries or international organisations.	• The Record(s) shall contain all of the following information: • Name and contact details of the Controller and, where applicable, the joint controller, the controller's representative and the Data Protection Officer. • Purpose of the processing. • Description of categories of data subjects and categories of personal data. • Categories of recipients to whom the personal data have been or will be disclosed including recipients in third countries or international organisations.	• Processor, and processor representative shall maintain a record of all categories of processing activities carried out on behalf of controller, containing: • Name and contact details of processor or processors and each controller on behalf of which the processor is acting and where applicable of the controller's or processor's representative, and the Data Protection Officer. • Categories of processing carried out on behalf of each controller. • Where applicable, transfers of personal data to a third country or an international organisation, including the identification

• Where applicable, transfers of personal data to a third country or an international organisation, including the identification of that third country or international organisation documentation of suitable safeguards. • Where possible, the envisaged time limits for erasure of the different categories of data. • Where possible, a general description of the technical and organisation security measures.	• Where applicable, transfers of personal data to a third country or an international organisation, including the identification of that third country or international organisation documentation of suitable safeguards. • Where possible, the envisaged time limits for erasure of the different categories of data. • Where possible, a general description of the technical and organisation security measures.	of that third country or international organisation documentation of suitable safeguards. • Where possible, a general description of the technical and organisational security measures. • The records shall be in writing, including electronic form.
The records shall be in writing, including electronic form.	The records shall be in writing, including electronic form.	The records shall be in writing, including electronic form.
Controller shall make the record available to the supervisory authority on request.	Controller or Processor representative shall make the record available to the supervisory authority on request.	Processor shall make the record available to the supervisory authority on request.

Therefore, the record obligations apply where:

Record Keeping Checklist		
No	**Rule**	**Reviewed (✔)**
1	The organisation has 250 or more employees.	
2	The processing is likely to result in a risk to the rights and freedoms of data subjects (even if fewer than 250 employees).	
3	The processing is not occasional (even if less than 250 employees).	
4	The processing includes special categories of data or personal data relating to criminal convictions and offences (even if fewer than 250 employees).	

Data Protection Officers should note that the issue of who counts as an employee is not expressly specified. Therefore, the Data Protection Officer being cautious in this regard may wish to take note of full time and part time employees, as well as (regular or occasional) agency staff, contractors and consultants. This will be particularly the case when these addition categories of persons engaged are on-site at the main location(s) of the organisation. Organisations will wish to avoid the accusation from supervisory authorities that they are seeking to avoid their obligations by engaging non full-time employees.

It is not immediately clear what the full meaning of 'the processing is not occasional' is. However, if it simply means that the organisation is carrying out 'regular' versus 'occasional' processing that will encompass most organisations. It thus raises the query whether the 250 employee's clause is effective in practice at all as a cut off, given that most organisations will be engaging in regular processing which is not occasional. The exception encompasses most if not all organisations within the record compliance obligation.

GDPR for GP practices – Key terminology

The GDPR (General Data Protection Regulation) is, simply put, a set of rules governing how the personal data of your patients is processed. These patients / individuals are known as 'data subjects'. Some of the terms applied and their actual meanings are given below for your reference:

Term	Description	How it applies to your GP practice
Personal data	Any information relating to an identified or identifiable natural person (Meaning: Your GP practice's living patients' data)	Any information that can be used directly or indirectly to identify the 'data subject'. This includes, but is not limited to, patient ID numbers; email addresses; IP addresses; CCTV footage; prescriptions; contact numbers; address, etc. Further personal data like race, religion, health, criminal history are classified as 'sensitive data'
Data subject	An identified or identifiable natural person (Meaning: Your GP practice's actual 'living' patients)	All living patients registered as a patient with your GP practice
Processing	Any manual or automatic operation performed on personal data (Meaning: Any action performed on personal data such as the retrieval, recording or linking of data)	Processing can be sending personal information by email; copying others in the email; collecting data; recording; data deletion; retrieving data; linking data; scanning data; transferring to other people and / or files
Processor	An individual or entity which processes the data on behalf of the controller (Meaning: The processor is the person or people who process data as instructed by the controller, i.e. the business)	A data processor is anyone who processes personal data on behalf of the data controller, i.e. sub-contractors
Controller	An individual or entity which decides how the data will be processed (Meaning: The controller, in the case of GP practices, is the business itself, i.e. the GP practice)	Control, rather than possession, of personal data is the determining factor here. The data controller in the case of a GP practice is the business itself which determines the purposes for which, and the way in which,

		personal data is processed. The business is, of course, governed by the NHS; therefore the NHS is the controller
Supervisory authority	A public authority in a member state responsible for monitoring compliance with GDPR (Meaning: For GP practices, it is the Information Commissioner's Office – ICO)	In the UK, the 'supervisory authority' responsible for monitoring compliance with the GDPR is the ICO – the Information Commissioner's Office. Other parties will remain interested, e.g. the CCG

Addendum 06/04/2020

Coronavirus (COVID-19) pandemic and your information
The ICO recognises the unprecedented challenges the NHS and other health professionals are facing during the Coronavirus (COVID-19) pandemic.

The ICO also recognise that 'Public bodies may require additional collection and sharing of personal data to protect against serious threats to public health.

The Government have also taken action in respect of this and on 20th March 2020 the Secretary of State for Health and Social Care issued a Notice under Regulation 3(4) of The Health Service (Control of Patient Information) Regulations 2002 requiring organisations such as GP Practices to use your information to help GP Practices and other healthcare organisations to respond to and deal with the COVID-19 pandemic.
In order to look after your healthcare needs during this difficult time, we may urgently need to share your personal information, including medical records, with clinical and non-clinical staff who belong to organisations that are permitted to use your information and need to use it to help deal with the Covid-19 pandemic. This could (amongst other measures) consist of either treating you or a member of your family and enable us and other healthcare organisations to monitor the disease, assess risk and manage the spread of the disease.

Please be assured that we will only share information and health data that is necessary to meet yours and public healthcare needs.

The Secretary of State for Health and Social Care has also stated that these measures are temporary and will expire on 30th September 2020 unless a further extension is required. Any further extension will be will be provided in writing and we will communicate the same to you.

Please also note that the data protection and electronic communication laws do not stop us from sending public health messages to you, either by phone, text or email as these messages are not direct marketing.

It may also be necessary, where the latest technology allows us to do so, to use your information and health data to facilitate digital consultations and diagnoses and we will always do this with your security in mind.

If you are concerned about how your information is being used, please contact our DPO using the contact details provided in this Privacy Notice.

Addendum 27/04/2020
Changes to the Summary Care Record.

Summary Care Record is a summary of your key medical information. A small set of information is already widely available to NHS clinicians – on allergies and medications - in the Core Summary Care Record (SCR) which every patient has, unless they have decided to opt-out of having a SCR.

A proportion of the population also currently share Additional Information as part of their SCR.
The Additional Information includes information such as:

Details of the management of long-term conditions

- Medications
- Immunisations
- Care plan information
- Significant medical history, past and present.

The sharing of this Additional Information as part of a SCR currently requires the prior explicit consent of the patient.

Under the Notice issued under Regulation 3(4) of the Health Service Control of Patient Information Regulations 2002 (the COPI notice) requiring confidential patient information to be shared, this Additional Information will now automatically be included in all patient SCRs unless a patient has expressed a preference not to include it.

This will provide a wider range of health and care professionals across the country with faster access to more information about the patients they are treating.

Patients still have the option of retaining a Core SCR and opting out of sharing Additional Information, or opting out of having an SCR altogether. They also may choose to opt back into the sharing of their SCR should they wish.

A form has been published to allow patients to exercise that option, which should be returned to their practice. These are temporary arrangements for the period of the COPI Notice.
SCR opt-out form: https://digital.nhs.uk/services/summary-care-records-scr/scr-coronavirus-covid-19-supplementary-privacy-notice