Confidentiality

The Practice recognises confidentiality and security in the management and use of patients’ personal health information. All personal health information will be kept in a confidential manner by those who have access to it.

You can be confident that anything that you discuss with any member of this practice whether it be a doctor, nurse, receptionist or admin personnel will stay confidential. Even if you are under 16 nothing will be said to anyone including parents, other family members, care workers or tutors, without your permission so long as the GP deems you with good capability to make your own decisions. The only reason why we might have to consider passing on confidential information without your permission, would be to protect you or someone else from serious harm. We would always try to discuss this with you first.

It is sometimes necessary to share patient information with other health organisations, other agencies and those involved in the treatment and care of the patients. This will be done in a controlled manner and with patients’ consent and in the patients’ interest. If you are being treated elsewhere for example at a hospital, Out of Hours or other health centres etc., it is best if you allow your doctor or nurse to inform the practice of any treatment you are receiving.

If you have any worries about confidentiality please feel free to ask a member of staff.

**Stepping Stone Practice Privacy Notice**

**How we use your medical records:**

* This practice handles medical records in-line with laws on data protection and confidentiality.
* We share medical records with those who are involved in providing you with care and treatment.
* In some circumstances we will also share medical records for medical research, for example to find out more about why people get ill.
* We share information when the law requires us to do so, for example, to prevent infectious diseases from spreading or to check the care being provided to you is safe.
* You have the right to be given a copy of your medical record.
* You have the right to object to your medical records being shared with those who provide you with care.
* You have the right to object to your information being used for medical research and to plan health services.
* You have the right to have any mistakes corrected and to complain to the Information Commissioner’s Office. Please see the practice privacy statement on the website or speak to a member of staff for more information about your rights or to gain a copy of the statement\*.
* For more information ask at reception for a leaflet OR visit our website www.audleyhealthcentrelancs.nhs.uk.