The Beacon Surgery Crowborough
GDPR Policy including Subject Access Requests

The General Data Protection Regulation (GDPR) is a new law that determines how personal data is processed and kept us safe, and at the legal rights regarding your own data.

The regulation applies from 25th of May 2018, and will continue to apply after the UK leaves the European Union.

The GDPR sets out the key principles about processing personal data for patients and staff:
- data must be processed lawfully, fairly and transparently
- it must be collected for specific, explicit and legitimate purposes
- it must be limited to what is necessary for the purposes for which it is processed
- information must be accurate and kept up to date
- data must be held securely
- it can only be retained for as long as is necessary for the reasons it was collected

How We use Data
- we collect and hold data for the purpose of providing safe and effective health care, our guiding principle is to hold your data in the strictest confidence
- we share medical records with those who are involved in providing care and treatment
- we will also share medical records in some circumstances for medical research, for example to find out more 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 is safe
- we collect hold and share data as an employer

GDPR Rights
- the right to be given a copy of the data we hold
- the right to object to data being shared
- the right to object to data 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

Subject Access Requests
- these should be sent to the Data Protection Officer
- these will be responded to within a calendar month
- we will discuss and agree how information is to be provided

Privacy Notices (Fair Processing Notice)
- these are on the website
- available from the practice