

The Caldicott Guardian:

Is the individual responsible for ensuring confidentiality throughout the Acle Medical Partnership. Dr John Applegate is the Caldicott Guardian for our surgery.

**If you have any questions about your information
or about confidentiality, please contact**

**Mrs Teresa Randall
Practice Manager
Telephone: 01493 717796**



Acle Medical Partnership

Patient Confidentiality

Patient Information

**As healthcare professionals
we take confidentiality very
seriously and there are
policies and procedures in
place to make sure
information about patients
is treated carefully.**

Patient Confidentiality

As our patient you will be giving us information about yourself which could be of a sensitive nature and which you may not wish to be widely known.

We must keep records about you, your health and the care we have provided to you.

The people who care for you use your records to:

- Provide a good basis for all health decisions made by you and the professionals caring for you.
- Make sure your care is safe and effective.

Most information is only passed to other colleagues involved in your care.

For example:

A specialist nurse, a pharmacist dispensing drugs.

It may be necessary to pass information about you to a hospital if you are being referred for treatment

We have a duty to:

- Maintain full and accurate records of the care we provide to you.
- Keep records about you confidential, secure and accurate.
- Provide information in a format that is accessible to you (for example, in large type if you are partially sighted).

If information is used for teaching purposes steps are taken to prevent identification.

As with any rules there may be exceptions. We may have to pass on your details during a public health emergency or to the police when ordered to do so by a court.

Your records may also be used to help investigate any concerns or complaints you or your family have about your health care.

You do have the right to object to information about you being disclosed to a third party in a form that identifies you or your medical history, even if this is to someone who might provide essential healthcare. It is important to raise any concerns regarding disclosure of your medical record with your doctor.

All Practice employees sign a confidentiality clause within their contract.

CONFIDENTIALITY IS YOUR RIGHT

Information about you as an individual belongs to you and you are able to have access to your records if you request to see them.

(Be aware that there will be an admin fee. Please ask reception for details).

You have the right:

- To confidentiality under the Data Protection Act 1998, the Human Rights Act 1998, Equality Act 2010 and the common law duty of confidence.