**Your Rights as a Patient under Data Protection Legislation**

1) You have the right to be informed of how we are using your personal data

 Please see our “Fair Processing and Privacy Notice” on our website. This leaflet explains what we’re collecting and why we’re using your information.

2) You have the right to obtain copies of your medical record

You can ask us for copies of your health information. Please submit a written request, preferably on an application form available from reception. We aim to process requests within 21 days and will ask you to prove your identity so that we can be sure we are giving the information to the right person. In most cases, there is no charge for this service.

3) You have the right to have your data corrected

If you think the information we hold about you is not correct, you can ask us to amend it or delete it. We will amend your information if we can, but there may be times when this is not possible. If we cannot, we will explain why.  Sometimes we need to keep the original information if it is an opinion or if we need to be able to compare it with the correct information.  We will tell you if this applies.

4) You have the right to have your data deleted

Your medical records are important in enabling us to provide you with the care you require.  You may prefer that we delete some part of your records and sometimes this is possible. If it is not, we will explain why we are unable to delete it.

5) You have the right to limit how we use your data

We use your information for your health care but also for a number of other reasons (some of which we have described in our Fair Processing & Privacy Notice. We hope that you will be happy for your data to be used in this way, but you can ask us to restrict its use.

6) You have the right to data portability

This right allows you to ask for transfer of your personal data from one IT system to another. The Information Commissioner’s Office has further guidance that you might find helpful:

<https://ico.org.uk/your-data-matters/>

7) You have the right to object to the use of your data

We use your information to provide your health care. If we use it for more than that, we would normally ask your permission first.  If you aren’t happy with what we are doing with your information you can ask us to stop. We will do as you ask unless there are other reasons why we need to continue. We will always explain these reasons to you.

8) You have the right to set your Data Opt-Out Choice

Patients can view or change their national data opt-out choice at any time by using the online service at [www.nhs.uk/your-nhs-data-matters](https://www.nhs.uk/your-nhs-data-matters/) or by calling 0300 3035678.