

Fair Processing notice

This Privacy Notice explains what information we collect about you, how we store this information, how long we retain it and with whom and for which legal purpose we may share it.

Who We Are	<p>Southern Ultrasound Ltd. 42 Ascension Road. Romford. Essex. RM5 3RT T: 07949 053377 E: Contact@SouthernUltrasound.co.uk</p> <p>Southern Ultrasound Ltd is the data controller for some information it holds about you. This page outlines how that information is used, who we may share that information with and how we keep it secure.</p>
What We Do	<p>We provide Vascular Ultrasound services across multiple sites, to patients on behalf of our Client, Frimley Health NHS Foundation Trust.</p>
How We Use Your Information	<p>We hold some information about you and this document outlines how that information is used, who we may share that information with, how we keep it secure (confidential) and what your rights are in relation to this.</p> <p>Our legal basis for processing your information falls within the GDPR as follows:</p> <ul style="list-style-type: none">Lawfulness of processing – Article 6Processing of special categories of personal data – Article 9
What kind of Information we use?	<p>We use the following types of information/data:</p> <ul style="list-style-type: none">Identifiable: containing details that identify individuals, usually containing data items such as NHS number, date of birth and home postcodePseudonymised: about individuals but with identifying details (such as name or NHS number) replaced with a unique codeAnonymised: about individuals but with identifying details removedAggregated: anonymised information grouped together so that it doesn't identify individuals
Organisations we receive data from	<p>Primarily we receive information from Frimley Health NHS Foundation Trust, but we may also receive information from; other Acute Trusts, Community Trusts, Mental Health Trusts, Primary Care organisations such as GPs or Independent Healthcare providers.</p>
What we use Anonymised data for	<p>We use anonymised data to plan health care services. Specifically, we use it to:</p> <ul style="list-style-type: none">Check the quality and efficiency of the health services we providePrepare performance reports on the services we provideAssess our performance, so we can plan and prioritise services and ensure these meet the needs of patients in the futureReview the care being provided to make sure it is of the highest standard
What we use your sensitive and personal information for	<p>The areas where we regularly use sensitive personal information include:</p> <ul style="list-style-type: none">Providing treatment on behalf of Frimley Health NHS Foundation TrustTo monitor access to services, waiting times and particular aspects of care

	<p>Sensitive personal information may also be used in the following cases:</p> <p>The information is necessary for your direct healthcare</p> <p>Responding to patients, carers or Member of Parliament communication</p> <p>You have freely given your informed agreement (consent) for us to use your information for a specific purpose</p> <p>There is an overriding public interest in using the information, eg in order to safeguard an individual, or to prevent a serious crime</p> <p>There is a legal requirement that will allow us to use or provide information (eg a formal court order).</p>
Patient Complaints	When you make a complaint to the Company, we will store personal details such as your name, date of birth and address.
Destruction of Personal Data	All data the Company holds has a retention period, which means depending on which dataset it's in there is a certain date after which the company is no longer allowed to use that information and it must be destroyed.
Sharing your information with other organisations	We share your information with the referring organisation; usually this is Frimley Health NHS Foundation trust, but it might be other Acute Trusts, Community Trusts, Mental Health Trusts, Primary Care organisations such as GPs or Independent Healthcare providers.
Your Rights	<p>We will respect your rights, as provided by the General Data Protection Regulation and the UK Data Protection Bill 2018, the Human Rights Act 1998 (HRA), the Health and Social Care Act 2012 (HSCA) as well as the common law duty of confidentiality. The Equality Act 2010 may also apply in some circumstances.</p> <p>Your rights under Chapter 3, Articles 12-23 of the GDPR:</p> <ul style="list-style-type: none"> Right to be informed Right of access Right to rectification Right to erasure (in certain circumstances) Right to restrict processing Right to data portability Right to object Rights related to automated decision making including profiling <p>We will also ensure that the National Data Opt-out is adhered to, and respect your wishes not to share information beyond direct care, where you have selected to exercise this right. Opt-outs are explained in detail in the section entitled 'Your right to opt out'</p>
Safeguards in place to ensure data that identifies you is secure	<p>We only use information that may identify you in accordance with the Data Protection Act 2018. The Data Protection Act requires us to process personal data only if there is a legitimate basis for doing so and that any processing must be fair and lawful.</p> <p>Within the health sector, we also have to follow the common law duty of confidence, which means that where identifiable information about you has been given in confidence, it should be treated as confidential and only shared for the purpose of providing direct healthcare.</p> <p>The NHS Digital Code of Practice on Confidential Information applies to all of our staff, and they are required to protect your information, inform you of how your information will be used, and allow you to decide if and how your information can be shared. All staff are expected to make sure information is kept confidential and receive annual training on how to do this. This is monitored and can be enforced through disciplinary procedures.</p> <p>We also ensure the information we hold is kept in secure locations, restrict access to</p>

	<p>information to authorised personnel only, protect personal and confidential information held on equipment such as laptops with encryption (which masks data so that unauthorised users cannot see or make sense of it).</p> <p>We ensure external data processors that support us are legally and contractually bound to operate and prove security arrangements are in place where data that could or does identify a person are processed.</p> <p>The Company has a Director responsible for protecting the confidentiality of patient information. This person is called the Caldicott Guardian. If you have any questions regarding the confidentiality of your information, you can contact the Caldicott Guardian.</p> <p>The Company is registered with the Information Commissioner's Office (ICO) as a data controller and collects data for a variety of purposes. A copy of the registration is available through the ICO website (search by Company name).</p>
Withdrawing Consent	If you have previously given the Company consent to use your identifiable data you are able to withdraw that consent at any time. Please Contact Us as per this letterhead
Gaining access to the data we hold about you	The Company does not hold complete personal healthcare records, only those directly related to the work it performs. If you wish to have sight of, or obtain copies of, your own personal healthcare records you will need to apply to your GP Practice, the hospital or NHS Organisation which provided your health care. You do not need to give a reason to see your data, but you may be charged a fee. Under special circumstances, some information may be withheld.
Your right to opt out	<p>The NHS Constitution states "You have the right to request that your confidential information is not used beyond your own care and treatment and to have your objections considered".</p> <p>There are two types of opt-outs:</p> <p style="padding-left: 40px;">A type 1 opt-out prevents information being shared outside a GP Practice for purposes other than direct care</p> <p style="padding-left: 40px;">A type 2 opt-out prevents information being shared outside of NHS Digital for purposes beyond direct care</p> <p>For more information on how to opt-out please visit NHS Digital: opting out of sharing your confidential patient information.</p>
Data Protection Adviser	<p>The Company's Data Protection Adviser is:</p> <p>Mr. Kevin Rendell. Director. Kevin.rendell@nhs.net</p>
Information Commissioners Office	<p>For independent advice about data protection, privacy, data sharing issues and your rights you can contact:</p> <p>Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF</p> <p>Telephone: 0303 123 1113 (local rate) or 01625 545 745</p> <p>Email: casework@ico.org.uk</p>
Complaints or Questions	We try to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring concerns to our attention if they think that our collection or use of information is unfair, misleading or inappropriate