

Privacy Statement for Prof. Ofer Levy MD MCh(Orth) FRCS and The Reading Shoulder Unit Ltd.

Dear Patients,

Please take a few moments to familiarise yourselves with our privacy statement. This statement has been compiled in accordance with GDPR requirements in order to clarify the collecting, storing and processing of your data.

1. Data will be collected upon referral. This will include:
 - a. Name
 - b. Address
 - c. Date of birth
 - d. Contacts (tel/mob/email)
 - e. Next of kin
 - f. GP details
 - g. Medical conditions
2. Patients will be asked to verify and complete the data upon attending the outpatients department or on admission to hospital
3. All electronic data will be stored on a secure cloud based database with all the technological encryption data
4. All paper data will be stored in a secure locked facility
5. Any devices (phones, computers) will be encrypted
6. Data will be sent securely, either by post or encrypted emails
7. Data will be shared with medical professionals including GPs, Allied Health professionals and other specialists that are involved or need to be involved in your treatment
8. Patients will be copied in on consultation records via encrypted email whenever possible
9. Some data may be shared with other departments/organisations, including:
 - a. Treating hospital
 - b. Radiology department
 - c. IT departments
 - d. Finance/accounts departments
 - e. Secretarial services
 - f. Regulatory bodies (GMC, PHIN, etc)
 - g. Medical companies directly related to the patient treatment (eg implant companies)
 - h. Lawyers (with the appropriate consent)
10. Some data may be used for research and educational purposes. If any identifiable data is required, this will only be used with patient consent
11. Patient Consent will be sought where required

12. All data processors involved in the use of patient data will be GDPR compliant
13. Appropriate contracts will be signed with data processors and other data controllers, where required
14. Data will be stored indefinitely as patients may re-present with the same medical issues many years later
15. Patient data will only be used for the purposes of treating the patient and for maintaining the medical service provided
16. Patient data will not be shared with any social media or advertising organisations
17. Any breach in data will be dealt with appropriately by informing the ICO, the patients and organisations involved. Measures will be taken to correct the breach and ensure future safe proofing.
18. Patients will need to inform us in writing if they do not wish to receive encrypted data
19. Patients will need to inform Mr Haddo, if they do not wish to share their data will those mentioned in sections 7, 8, 9 and 10 above.
20. Patients have the right to have access to their medical records with written and signed requests
21. Patients have the right to request a copy of personal information we hold about them (known as data subject access request).
22. Patients have the right to request that information held about them, which may be incorrect or has changed, to be updated or removed fully
23. If you wish to raise a complaint about the way we handle your data, then please contact us at the address below
24. If you are not satisfied with our reply or handling of your complaint then please contact the ICO on www.ico.org.uk

For further information or requests, please contact Prof. Ofer Levy / The Reading Shoulder Unit on:

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