**WATERFRONT MEDICAL CENTRE**

**How we use your information**

* We collect and hold data about you for the purpose of providing safe and effective healthcare
* We handle medical records in-line with laws on data protection and confidentiality
* Your information may be shared with our partner organisations to provide you with better care, audit services and in some circumstances for medical research, for example to find out more about why people become ill
* Information sharing is subject to strict agreements on how it is used
* We will only share your information outside of our partner organisations with your consent\*
* If you are happy with how we use your information you do not need to do anything
* If you do not want your information to be used for any purpose beyond providing your care please let us know so we can code your record appropriately
* You can object to sharing information with other health care providers but if this limits your treatment options we will tell you
* Our guiding principle is that we are holding your information in the strictest confidence
* You have the right to request a copy of your medical records
* You have the right to have any mistakes corrected and may complain to the Information Commissioner’s Office.
* For more information about who are our partner organisations, how your data is used or how to contact the ICO please ask at reception for a copy or see the privacy notice on our website at www.waterfrontmedicalcentre.co.uk/

\*Unless the health & safety of others is at risk, the law requires it or it is required to carry out a statutory function