



Dr Nicola Hembry BSc MB BS PgDip MRSB

Integrated Health Screening Ltd

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PATIENT PRIVACY NOTICE | Integrated Health Screening Ltd

When you become a patient of Dr Hembry, completion of a medical questionnaire is requested before the initial consultation. This includes personal contact information, date of birth, GP and/or Consultant details, and health information relevant to the consultation. Supporting information where appropriate is also requested eg recent test results, referral letters and/or recent correspondence from your doctors.

A medical record file is created for you, which is stored in a locked cabinet within our private clinic at Litfield House, and your contact details and date of birth are stored in a secure electronic database. Dr Hembry is the principle person who has access to your data and therefore is to be considered the 'Data Controller'. Her PA manages the electronic database aided by administrative assistant. Our nurse has access to medical information relevant to those patients she is treating at the clinic.

Dr Hembry takes the privacy of all patients seriously and will only use your personal information for your direct medical care in the following ways, if you confirm your explicit consent for her to do so:

- 1. Writing prescriptions
- 2. Test requests
- 3. Radiology referrals
- 4. GP letters
- 5. Consultant letters (if appropriate)
- 6. Occupational health letters (if appropriate)
- 7. Test Results

Please tick if you agree to your personal data being used for these purposes

Neither Dr Hembry nor any of her staff will share your personal data with a third party for any other purpose than those agreed to above, unless specifically requested by yourself.

Your records will be kept for 7 years from the last documented consultation or treatment, and then they will be securely disposed of via a licensed waste-disposal firm.

While you continue to consult Dr Hembry, you will be asked to complete a new medical record form, including this patient privacy notice, periodically so that we can ensure we have accurate and up to date information and consent from you.

Test results, consultation summaries, radiology reports and copies of GP/Consultant letters will be sent to you in the post on receipt and/or preparation. Copies of any other correspondence Dr Hembry holds for you can be requested. There will be a charge for any information requested that has already been sent to you once. Patient emails are only accessible to Dr Hembry and her PA but are currently not encrypted so if you are sending sensitive information you may prefer to do so by post.

If you have a complaint about how Integrated Health Screening Ltd is handling your data, it is your right to lodge it with the Information Commissioner's Office.

Patient name (print) **Signature.....**

Date