

How we look after and safeguard information about you

Our optical practices and their staff are members of your local healthcare team.

They aim to provide you with the highest quality of healthcare. To do this they need to keep records about you, your health and the care we have provided or plan to provide to you.

We know that you value your privacy and the security of personal information held about you.

Information recorded

Information recorded may include:

- basic details about you, such as address, date of birth, next of kin;
- details of your spectacle or contact lens prescription;

- details of glasses or contact lenses supplied to you;
- other details and notes about your health and medical treatment;
- records of medicines you have been prescribed by your doctor;
- information relevant to your continued care from other people who care for you and know you well, such as other health professionals and relatives.

As part of providing a professional, safe and efficient service, there is certain information that we record. This includes details about your ocular health, your general health, advice given and referrals made to other health professionals. This information won't be shared with anyone else except under the circumstances described below in 'Sharing Information'.

Sharing Information

We share information where this is required to directly deliver your care or for onward referral.

It may be necessary to share your information following a complaint or investigation which involves more than one organisation. This is so that you receive one coordinated reply.

Anyone who receives information from us also has a legal duty to keep this information confidential.

Your Rights

You have the right to confidentiality under the Data Protection Act 2018, the Human Rights Act 1998 and the common law duty of confidence (the Disability Discrimination and the Race Relations Acts may also apply).

We also comply with the NHS Code of Practice on Confidentiality and optical practices have a requirement under their professional Code of Ethics to keep records about you confidential, secure and accurate.

All of our staff contracts of employment contain a requirement to keep patient information confidential.

Our guiding principle is that we hold your records in strict confidence.

For information about how we handle your data and your rights under GDPR, please read our privacy policy which can be found on our website.

www.gmpec.co.uk/website/privacy

Your right to view your health record

You have the right to ask for a copy of all our records about you.

You may request a copy of the information we hold about you. Your request must be made to info@primaryeyecare.co.uk. We are required to respond to your request within 1 month.

You will need to give adequate information in order for us to identify you (for example, full name, address and date of birth).

If you think any information we hold on you is inaccurate or incorrect, please let us know.



How we use your information