

## Digitisation of Paper Medical Records – Privacy Notice July 2022 V2

The NHS Long Term plan published in 2019 requires the digitisation of all primary care paper medical records, commonly known as ‘Lloyd George’ records or ‘A4 medical records’

Having paper based medical records restricts the use of technology to provide ‘joined up’ services and therefore the current paper records will be transferred to a digital format and then destroyed.

This will involve the current patient paper medical records being scanned and then entered directly into a patient’s electronic medical record. This work will be completed by a third-party supplier, NEC Software Solutions UK Limited (formerly known as Northgate Public Services), whose security standards have been reviewed by NHS Black Country Integrated Care Board (BC ICB).

We are required by Data Protection law to provide you with the following information about how we handle your information.

<b>Data Controller</b> contact details	Three Villages Medical Practice Stourbridge Heath & Social Care Centre John Corbett Drive, Stourbridge, DY8 4JB
<b>Data Protection Officer</b> contact details	The Practice Data Protection Officer is Paul Couldrey of PCIG Consulting Limited. Any queries regarding Data Protection issues should be addressed to him at: -  Email: <a href="mailto:Couldrey@me.com">Couldrey@me.com</a> Postal: PCIG Consulting Limited, 7 Westacre Drive, Quarry Bank, Dudley, West Midlands, DY5 2EE
<b>Purpose</b> of the processing	Transferring the current paper medical records into patients’ electronic medical records.
<b>Lawful basis</b> for processing	The following provisions of the General Data Protection Regulation permit us to digitise existing paper medical records:  Article 6(1)(e) – ‘processing is necessary...in the exercise of official authority vested in the controller...’  Article 9(2)(h) – ‘processing is necessary for the purpose of preventative...medicine...the provision of health or social care or treatment or the management of health or social care systems and services...’
<b>Recipient or categories of recipients</b> of the processed data	The paper patient records will be shared with NEC, who will scan and digitise the current paper medical records before destroying them.
<b>Right to access and correction</b>	You have the right to access your medical record and have any errors or mistakes corrected. Please speak to a member of staff
<b>Retention period</b>	GP medical records will be kept in line with the law and national guidance. Information on how long records can be kept can be found within the <a href="#">NHS Records Management Code of Practice</a> or speak to the Practice. The paper medical records will be destroyed 60 days after they are transferred to an electronic format and written confirmation received from the practice in accordance with national standards.

The practice holds medical records to provide medical treatment and advice and patients have a relationship with a GP in order for them to be provide health and care service to you. We therefore do not require your consent to transfer these papers records to an electronic format.

If you have any questions about this project, please contact Fran Freeman, BC ICB Lloyd George Digitisation Project Manager; Tel; 0121 612 4110 (Time-2-Talk).

Please note that information about your rights covered by Data Protection legislation and the complaints procedure are detailed in the Practice's Main Privacy Notice - <https://www.3villages.co.uk/wp-content/uploads/2022/07/Generic-GP-GDPR-Privacy-Notice-v2.June-2022-EMIS-Practices-includes-GPDR-Nhs-Digital-extract-PHM-additions-1.pdf>

**Details of Supplier:**

NEC Software Solutions UK Limited (formerly known as Northgate Public Services)  
Suite 101, 1<sup>st</sup> Floor iMex Centre  
575-599 Maxted Road  
Hemel Hempstead  
HP2 7DX

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