

Privacy Notice - Patients

What personal information does Dr Kershaw's Hospice collect from and about you?

We collect and use different types of personal information about you, depending on your circumstances, your role and the law, which may include:

Type of information	Examples Please note that the examples are illustrative and non-exhaustive.
Patient notes needed for care	Name, address, DOB, NHS number, Next of Kin details
Controlled Drug Recording Books	Name
Handover sheets – In Patient Unit.	Name, age, diagnosis, Next of Kin details
Handover sheets – Hospice at Home service	Name, age & DOB, diagnosis, Next of Kin details, address, NHS number,
Advice line forms	Name, address, diagnosis, Next of Kin details, DOB,
Bereavement database	Name, address, Next of Kin details
Bereavement 1 to 1 sessions - notes	Name, address
Admissions Register	Name, address, DOB, NHS number, diagnosis
Hospice at Home Register	Name, address, DOB, NHS number, diagnosis
Hospice at Home handover file	Name, address, DOB, NHS number, diagnosis, Next of Kin details
Day Hospice file	Name, address, DOB, NHS number, diagnosis, Next of Kin details
Complementary therapy file	Name, address, DOB, NHS number, diagnosis, Next of Kin details
Chaplaincy form	Name, NHS number

Caring Hands - database	Name, address, DOB, NHS number, diagnosis, Next of Kin details
Caring Hands file	Name, address, DOB, NHS number, diagnosis, Next of Kin details
Caring Hands Client Rota	Name, address

Under the General Data Protection Regulation and the Data Protection Act 2018 all organisations need to identify a Legal Basis for Processing when dealing with personal information. Dr Kershaw's Legal Basis for Processing our patients information is:

Personal Data - Article 6(1)(e)

"processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;"

Special Category Data - Article 9(2)(h)

"processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;"

Information about patients, both clinical and demographic, are recorded in the hospice electronic record. That information is then available to others **providing direct care for the patient.**

Dr Kershaw's uses EMIS Web as our clinical information system. This is a GP system and is likely to be the same system used by your GP Practice. EMIS Health Ltd acts as the data processor for this, hosting the patient records database at their secure servers in Leeds. Please see EMIS Health Ltd privacy notice.

<https://www.emishealth.com/legal/>