

## **Fair Processing Notice**

### **Data Protection Act 1998**

Your information and how we use it for the purposes of Risk Stratification

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This notice is to inform members of Holmcroft Surgery, how the Practice uses and processes information about you for the purposes of Risk Stratification.

### **How your information is used**

Your GP uses your data to provide the best care they can for you. As part of this process, your GP will use your personal and health data to undertake Risk Stratification.

Risk Stratification is a process which helps your GP to help you manage your health. By using selected information from your health records, including from NHS Trusts and your GP practice, a secure NHS computer system will look at recent treatments you have had in hospital or in the surgery and any existing health conditions that you have to identify which patients need additional care to prevent further ill health or worsening of current conditions. Risk Stratification uses secondary care data supplemented by primary care data where available to obtain a risk score for patients. Risk stratification is used in the NHS to;

- help decide if a patient is at greater risk of suffering a particular condition
- prevent an unplanned or emergency (re)admission to hospital
- identify if a patient needs medical help to prevent a health condition from getting worse.

Risk Stratification helps your GP establish if you are likely to need more support and care from time to time and enable them to target specific patient groups and enable clinicians with the duty of care for you to offer appropriate interventions. The team at the Practice will use this information to help you get early care and treatment where it is needed.

Your GP Surgery uses the services of NHS Midlands and Lancashire Commissioning Support Unit who have been nominated as a Data Processor to identify those most in need of preventative or improved care. This contract is arranged by Cannock Chase CCG, South East Staffordshire and Seisdon Peninsula CCG and Stafford and Surrounds CCG (the CCG's). The CCG's will not have access to your personal or confidential data at any time.

Risk scores will be used by a clinician within the Practice, responsible for the direct care of patients to improve their care. This data will be Personal Confidential Data (PCD) to allow the patient to be identified. NHS Midlands and Lancashire Commissioning Support Unit will have access to and process your data in pseudonymised form. Pseudonymisation is where PCD is replaced with an encrypted 'code', which is only decrypted when the data is viewed by an authorised user; in the case of Risk Stratification this would be a GP or other primary care clinician with a direct responsibility for the delivery of care to the identified patient. Otherwise, the data can only ever be viewed in encrypted format, e.g. for CSU users. The 'key' to this code is held securely within the Data Service for Commissioner Regional Office (DSCRO) secure data warehouse. The data sits in the CSU Data Warehouse and will not be linked with other data sets to enable it to become identifiable.

We have implemented strict security controls to protect your confidentiality and recommend this as a secure and beneficial service to you. Your personal information is held and processed in accordance with the requirements of the Data Protection Act 1998 by both the Practice and Midlands and Lancashire Commissioning Support Unit.

### **Your rights**

Holmcroft Surgery processes all of your information in line with the Data Protection Act 1998 and you have all rights as contained in the legislation.

You have a right to request access to and / or request copies of the personal information that the Practice hold about you, whether this be paper or electronic records. This is done formally via the Subject Access Request process.

Your request must be made in writing to:

**Anne Jones, Operations Manager**  
Holmcroft Surgery, Holmcroft Road, Stafford,  
ST16 1JG  
Tel: 01785 242 172

### **Further Information**

It is important that the information we hold about you is up to date. If your personal details change or if they are currently inaccurate then it is important that you let us know by contacting us.

If you would like further information about how we process your personal information for the purposes of Risk Stratification and / or are unhappy about the way your information has been processed, please contact:

**Anne Jones, Operations Manager**  
Holmcroft Surgery, Holmcroft Road, Stafford,  
ST16 1JG  
Tel: 01785 242 172

If you are still not satisfied, please contact:

**The Information Commissioners Office**  
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF  
Tel: 01625 545745  
Website: [www.ico.org.uk](http://www.ico.org.uk)