Belvedere medical Centre

CONSULTATION RECORDING PRIVACY POLICY

This policy outlines the practice’s consultation recording process. The purpose of consultation recording is to provide some more time between Doctor and patient during the 10 minutes. The functions it has is to:

• record your consultation and save it to the patient’s records

• Help clinicians to use this recording for referral information

• to maintain full details

• This does not store data on the cloud it is used per consultation and deleted from the workplan.

The purpose of this policy is to ensure that consultation recording is managed in line with Data Protection Act 2018 requirements. The practice will make every reasonable effort to advise patients with notices in rooms that their consultation will be recorded unless patients decline on visit.

This policy applies to all practice staff including any contracted or temporary workers.

All recordings are held in Lexacom database installed in to our computers and can not be seen or heard on the cloud for anyone at anytime. Clinical data transcribed from your consultation visit will become part of your clinical record and is retained according to relevant rules and regulations, see Privacy Notice on Direct Care. Lexacom have their own privacy notice and follow the same GDPR regulation.

**Confidentiality**

The Data Protection Act allows patients access to information that is held about them. This includes recorded consultations . Requests for copies of medical records can be made under the Data Protection Act as a “Subject Access Request”.

**Right to access and correct**

You have the right to access the data that is being shared and have any inaccuracies corrected. We can provide copies of consultations. There is no right to have accurate medical records deleted except when ordered by a court of Law.

**Rights to object**

You have the right to object to some or all the information being processed under Article 21. Please contact the Data Controller or the practice. You should be aware that this is a right to raise an objection that is not the same as having an absolute right to have your wishes granted in every circumstance

A data subjects have the right to the erasure of personal data concerning them. ‘The right to be forgotten’ does not override legal and compliance obligations. If there is a request from an external body relating to the detection or prevention of a crime (e.g. police), then requests for information should be directed to the Practice Manager.

**Right to Complain.**

You have the right to complain to the Information Commissioner’s Office, you can use this link https://ico.org.uk/global/contact-us/ or calling their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 Privacy Notice – Recording telephone calls (national rate) There are National Offices for Scotland, Northern Ireland and Wales, (see ICO website) \* “Common Law Duty of Confidentiality”, common law is not written out in one document like an Act of Parliament. It is a form of law based on previous court cases decided by judges; hence, it is also referred to as 'judge-made' or case law. The law is applied by reference to those previous cases, so common law is also said to be based on precedent. The general position is that if information is given in circumstances where it is expected that a duty of confidence applies, that information cannot normally be disclosed without the information provider's consent. In practice, this means that all patient information, whether held on paper, computer, visually or audio recorded, or held in the memory of the professional, must not normally be disclosed without the consent of the patient. It is irrelevant how old the patient is or what the state of their mental health is; the duty still applies. Three circumstances making disclosure of confidential information lawful are: • where the individual to whom the information relates has consented; • where disclosure is in the public interest; and • where there is a legal duty to do so, for example a court order.