

**We are required by law to provide you with the information below which applies to all aspects of how we handle data**

<b>Data Controller</b>	Bedminster Family Practice, Regent Road, BS3 4AT
<b>Retention period</b>	GP medical records will be kept in line with the law and national guidance. Information on how long records are kept can be found at: <a href="https://digital.nhs.uk/article/1202/Records-Management-Code-of-Practice-for-Health-and-Social-Care-2016">https://digital.nhs.uk/article/1202/Records-Management-Code-of-Practice-for-Health-and-Social-Care-2016</a> or you can ask to speak to our Information Governance (IG) Lead, Sue Ashford
<b>Right to access and correct data</b>	<ul style="list-style-type: none"> <li>You have the right to access your medical record and have any errors or mistakes corrected. Please speak to our Information Governance Lead (IG Lead)</li> <li>We are not aware of any circumstances in which you will have the right to delete correct information from your medical record; although you are free to obtain your own legal advice if you believe there is no lawful purpose for which we hold the information and contact us if you hold a different view</li> </ul>
<b>Data Protection Officer</b> Contact details	<p>We have appointed an external DPO who has responsibilities to Bedminster Family Practice including liaison with the Information Commissioner's Office (ICO), monitoring compliance, auditing, signing off IG systems, annual audit planning &amp; advice in the absence of our IG Lead. Our DPO's contact email is <a href="mailto:BFP.DPO@nhs.net">BFP.DPO@nhs.net</a></p> <p>Our internal Information Governance (IG) Lead or Practice Manager will deal with the vast majority of questions or concerns relating to how we handle your information</p>
<b>Right to complain</b>	<p>Please contact our Information Governance Lead, Sue Ashford, in the first instance if you have any concerns or questions. In the event she is unable to assist you, please contact our Practice Manager, Lynda Savarizadeh.</p> <p>You also have the right to complain to the Information Commissioner's Office (ICO). Follow the link <a href="https://ico.org.uk/global/contact-us/">https://ico.org.uk/global/contact-us/</a> or call their helpline on 0303 123 1113</p>
<b>Data we get from other organisations</b>	We receive information about your health from other organisations who are involved in providing you with health and social care. For example, if you go to hospital for treatment or an operation the hospital will send us a letter to let us know what happens. This means your GP medical record is kept up-to date when you receive care from other parts of the health service.