# OAK TREE MEDICAL PRACTICE

# Digitalisation of Paper Medical Records – Privacy Notice

The NHS Long Term plan published in 2019 requires the digitalisation 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, Egton Medical Information Systems Limited, whose security standards have been reviewed by NHS Redbridge Clinical Commissioning Group.

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

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| **Data Controller** contact details | Oak Tree Medical Practice273 – 275 Green Lane, Seven KingsIG3 9TJ |
| **Data Protection Officer**contact details | Nick Murphy- O-KaneNick.kng@nhs.net |
| **Purpose** of the processing | Transferring the current paper medical records into patients’ electronic medical records. |
| **Lawful basis** for processing | The following provisions of the General Data Protection Regulation permit us to digitalise 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 ofpreventative…medicine…the provision of health or social care or treatment or the management of health or social care systems andServices...’ |
| **Recipient or categories of recipients** of the processed data | The paper patient records will be shared with Egton Medical Information Systems Limited, who will scan and digitalise the current paper medical records before destroying them. |
| **Right to access and correct** | You have the right to access your medical record and have any errors or mistakes corrected. Please speak to a member of staff or look at our ‘subject access request’ policy on the practice website |
| **Retention period** | 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 at: [https://digital.nhs.uk/article/1202/Records-Management-Code-of-](https://digital.nhs.uk/article/1202/Records-Management-Code-of-Practice-for-Health-and-Social-Care-2016) [Practice-for-Health-and-Social-Care-2016](https://digital.nhs.uk/article/1202/Records-Management-Code-of-Practice-for-Health-and-Social-Care-2016) or speak to the practice. |

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|  | The paper medical records will be destroyed three months after they are transferred to an electronic format. |

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 the Practice.

# Details of Supplier Egton Medical Information Systems Limited

# Fulford Grange, Micklefiled Lane, Rawdon, Leeds, LS19 7BA