

## Digitisation of Paper Medical Records – Privacy Notice

The NHS Long Term plan published in 2019 requires the digitisation 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, Northgate Public Services, whose security standards have been reviewed by NHS Birmingham and Solihull Clinical Commissioning Group.

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

<b>Data Controller</b> contact details	The Castle Practice 2 Hawthorne Road Castle Bromwich B36 0HH
<b>Data Protection Officer</b> contact details	PCIG Consulting Ltd – administered by PCDC Primary Contact Paul Couldrey via PCDC Office Title Managing Director Contact Number 0115 838 6770 Email <a href="mailto:info@pcdc.org.uk">info@pcdc.org.uk</a>
<b>Purpose</b> of the processing	Transferring the current paper medical records into patients’ electronic medical records.
<b>Lawful basis</b> for processing	The following provisions of the General Data Protection Regulation permit us to digitise 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 of preventative...medicine...the provision of health or social care or treatment or the management of health or social care systems and services...’
<b>Recipient or categories of recipients</b> of the processed data	The paper patient records will be shared with Northgate Public Services, who will scan and digitise the current paper medical records before destroying them.
<b>Right to access and correct</b>	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
<b>Retention period</b>	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: <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 speak to the practice.  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 Reception

**Details of Supplier**

**Northgate Public Services**

Queens Court

Wilmslow Road

Alderley Edge

Cheshire

SK9 7RR

[www.northgatepublicservices.com](http://www.northgatepublicservices.com)