**Windmill Health Centre privacy notice for Registered Patients**

**This privacy notice tells you what to expect us to do with your personal information when you contact us or use our services.**

Our contact details

Name: Windmill Health centre

Address: 83a Whinmoor way, Swarcliffe, Leeds. LS14 5BD

General phone number: 0113 2733733

General inquiries email address: Windmill-LS14.Admin@nhs.net

Website: [www.windmillhealthcentre.nhs.uk/](http://www.windmillhealthcentre.nhs.uk/)

We are the controller for your information. A controller decides on why and how information is used and shared.

**Data Protection Officer contact details**:

West Yorkshire ICB – B Williams

Our Data Protection Officer is B Williams, based at West Yorkshire ICB and is responsible for monitoring our compliance with data protection requirements. You can contact them with queries or concerns relating to the use of your personal data at [www.westyorkshire.icb.nhs.uk](http://www.westyorkshire.icb.nhs.uk)

**Data Controller details**

The controllers are: Dr A Friend – GP Partner and E Scott – Practice Manager

**How do we get information and why do we have it?**

The personal information we collect is provided directly from you for one of the following reasons:

• you have provided information to seek care – this is used directly for your care, and also to manage the services we provide, to clinically audit our services, investigate complaints, or to be used as evidence as part of an investigation into care

• you have applied for a job with us or work for us

• you have signed up to our newsletter/patient participation group

• you have made a complaint

We also receive personal information about you indirectly from others, in the following scenarios:

• from other health and care organisations involved in your care

• from family members or carers to support your care

**What information do we collect?**

**Personal information**

Your name, address, email address, telephone number and NHS number

We currently collect and use the following personal information:

• personal identifiers and contacts (for example, name and contact details)

• photographic identity (photo ID) (for example, photographs of staff for ID badges or our website)

**More sensitive information**

The UK GDPR gives extra protection to more sensitive information known as ‘special category data’. Information concerning health and care falls into this category and needs to be treated with greater care. Data that relates to criminal offences is also considered particularly sensitive.

We process the following more sensitive data (including special category data):

• data concerning physical or mental health (for example, details about your appointments or diagnosis)

• data revealing racial or ethnic origin

• data concerning a person’s sex life

• data concerning a person’s sexual orientation

• genetic data (for example, details about a DNA sample taken from you as part of a genetic clinical service)

• biometric data (where used for identification purposes)

• data revealing political opinions

• data revealing religious or philosophical beliefs

• data relating to criminal or suspected criminal offences

**Who do we share information with?**

We may share information with the following types of organisations:

• Hospitals, community care teams, care homes

• third party data processors (such as IT systems suppliers)

• planners of health and care services (such as Integrated Care Boards)

In some circumstances we are legally obliged to share information. This includes:

• when required by NHS England to develop national IT and data services

• when registering births and deaths

• when reporting some infectious diseases

• when a court orders us to do so

• where a public inquiry requires the information

We will also share information if the public good outweighs your right to confidentiality. This could include:

• where a serious crime has been committed

• where there are serious risks to the public or staff

• to protect children or vulnerable adults

We may also process your information in order to de-identify it, so that it can be used for purposes beyond your individual care whilst maintaining your confidentiality. These purposes will include to comply with the law and for public interest reasons.

**Is information transferred outside the UK?**

Our data is hosted in the UK and is only available to our staff and technical support staff in the UK.

**What is our lawful basis for using information?**

**Personal information**

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for using personal information is:

(a) We have your consent - this must be freely given, specific, informed and unambiguous.

(b) We have a contractual obligation - between a person and a service, such as a service user and privately funded care home.

(c) We have a legal obligation - the law requires us to do this, for example where NHS England or the courts use their powers to require the data. See this list for the most likely laws that apply when using and sharing information in health and care.

(e) We need it to perform a public task - a public body, such as an NHS organisation or Care Quality Commission (CQC) registered social care organisation, is required to undertake particular activities by law. See this list for the most likely laws that apply when using and sharing information in health and care.

(f) We have a legitimate interest - for example, a private care provider making attempts to resolve an outstanding debt for one of its service users.

**More sensitive data**

Under UK GDPR, the lawful basis we rely on for using information that is more sensitive (special category):

(a) We need it for employment, social security and social protection reasons (if authorised by law).

(b) We need for a legal claim or the courts require it.

(c) There is a substantial public interest (with a basis in law).

(d) To provide and manage health or social care (with a basis in law).

(e) To manage public health (with a basis in law).

(f) For Archiving, research and statistics (with a basis in law).

**Common law duty of confidentiality**

In our use of health and care information, we satisfy the common law duty of confidentiality because:

• you have provided us with your consent (we have taken it as implied to provide you with care, or you have given it explicitly for other uses)

• we have support from the Secretary of State for Health and Care following an application to the Confidentiality Advisory Group (CAG) who are satisfied that it isn’t possible or practical to seek consent

• we have a legal requirement to collect, share and use the data

• for specific individual cases, we have assessed that the public interest to share the data overrides the public interest served by protecting the duty of confidentiality (for example sharing information with the police to support the detection or prevention of serious crime). This will always be considered on a case by case basis, with careful assessment of whether it is appropriate to share the particular information, balanced against the public interest in maintaining a confidential health service

**How do we store your personal information?**

Your information is securely stored for the time periods specified in the Records Management Code of Practice. We will then dispose of the information as recommended by the Records Management Code for example we will:

• securely dispose of your information by shredding paper records, or wiping hard drives to legal standards of destruction.

• archive your information at Restore Information Management secure storage facililty.

**What are your data protection rights?**

Under data protection law, you have rights including:

* Your right of access - You have the right to ask us for copies of your personal information (known as a subject access request).

* Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

* Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

* Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

* Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

* Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Windmill Health Centre 83a Whinmoor way, Leeds LS14 5BD if you wish to make a request.

**Automated decision making**

We may use your information to make automated decisions without human involvement, which could have substantial impact on a person, for example in staff recruitment or staff rostering. We may also use profiling, which refers to the use of personal data to predict things such as an individual’s health.

We use the following automated decision making and profiling: Teamnet - staff

**National data opt-out**

• we are not applying the national data opt-out because although we are using confidential patient information for planning and research, an agreed exemption applies

The information collected about you when you use health and care services can also be used and provided to other organisations for purposes beyond your individual care, for instance to help with:

• improving the quality and standards of care provided

• research into the development of new treatments

• preventing illness and diseases

• monitoring safety

• planning services

This may only take place when there is a clear lawful basis to use this information. All these uses help to provide better health and care for you, your family and future generations. Confidential health and care information is only used like this when allowed by law.

Whenever possible data used for research and planning is anonymised, so that you cannot be identified and your confidential information is not accessed.

You have a choice about whether you want your confidential information to be used in this way. If you are happy with this use of information you do not need to do anything. If you do choose to opt out your confidential information will still be used to support your individual care.

To find out more or to register your choice to opt out, please visit [www.nhs.uk/your-nhs-data-matters](http://www.nhs.uk/your-nhs-data-matters) .

You can change your mind about your choice at any time.

Data being used or shared for purposes beyond individual care does not include your data being shared with insurance companies or used for marketing purposes and data would only be used in this way with your specific agreement.

**How do I complain?**

If you have any concerns about our use of your personal information, you can make a complaint to us at Windmill Health Centre 83a Whinmoor way, Leeds. LS14 5BD.

Following this, if you are still unhappy with how we have used your data, you can then complain to the ICO.

The ICO’s address is:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: [www.ico.org.uk](http://www.ico.org.uk)

Date of last review April 2025