



# Tyntesfield Medical Group



## Easy read Privacy Notice

Reviewed August 2025

## Who are we?

We, at **Tyntesfield Medical Group** (comprising of Backwell Medical Centre, Brockway Medical Centre, Long Ashton Surgery and Tower House Medical Centre) are a **Data Controller** of your information.

- This means we are responsible for **collecting, storing, and handling your personal and healthcare information** when you register with us as a patient.
- There may be times where we also **process your information**.
- That means we use your information for a particular purpose, we may also be called a **Data Processor**.

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We are registered with **the Information Commissioners Office (ICO)** to use information about the people we work with under the Data Protection Act 2018

Our registration number is **ZA209560**.



# What information do we collect about you?



Your name



Your address,  
where you live.



Your phone  
number

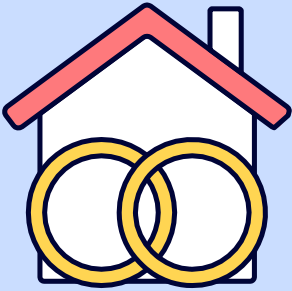


Who is your  
family, who looks  
after you.



Your date of  
birth

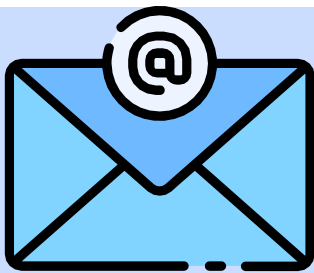
# What else might we know about you?



Your marital  
status



Your job if you  
have one.



Your email  
address if you  
have one.



Your religion if  
you have one.



What you like  
to be called



Where you  
were born

# How do we keep your information?



Your records are stored on an electronic database system and are protected.



Your records may be stored on paper file, also kept safe.



All staff at the practice must keep your information safe.

# Some information we keep about you may be sensitive



Your patient  
health  
records are  
sensitive.



Any  
safeguards  
that you have  
in place to  
protect you.

# Why are we using your information?



To give to other people who are treating you.



To make things better for you at your medical practice.



To share with people organising your care for medical research purpose.

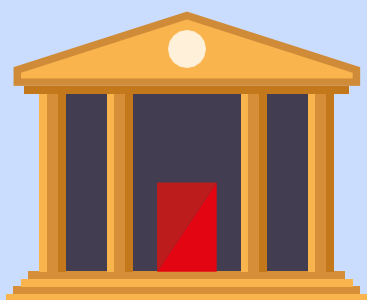
# To follow the law, we sometimes need to share your information if...



If the **police** require information as part of a criminal investigation



Information might be required by law **due to fraud.**



If there is a **court order**



If the Care Quality Commission **CQC** require it **during an inspection**



# To comply with the law, we must...



To follow the Data and the Common Law Duty of Confidentiality.



Keep your records safe.



Only authorized members of staff can access your records and are part of caring for you.



Always keep our records confidential and secure.

# Why do we share information and under what conditions?



To tell you how personal information will be used.



We need to have a legal reason for using your information without asking you first.



Sometimes your information will be used using your name without your consent.

# Who do we share information with?



Ambulance  
Services



Public Health  
England and  
other NHS Trusts



General  
practitioners  
(GPs)

## Who else, do we share information with?



NHS England



Social Services or private care homes to help them give you the best support.



Primary Care Agencies

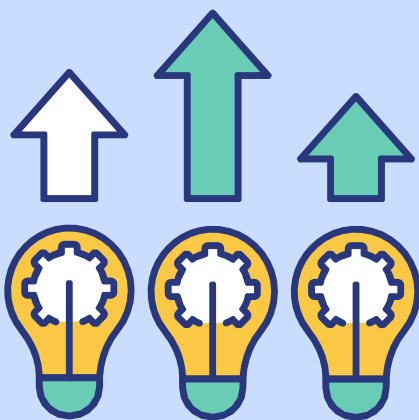
# What does the National data opt-out mean for you?



Information about you is collected when using our services.



Your collected information can be used and provided to other organisations.



Collected information will improve the quality and standards of care provided to you and others.



You have choice  
whether to use your  
confidential  
information to be  
used.



Use of your  
confidential patient  
information about  
your health and care is  
only when allowed by  
law.



Anonymised data is  
used for research and  
planning so that you  
cannot be identified.



If you choose to opt out,  
your confidential  
information will only be  
used to support your  
care.

# What are your rights?

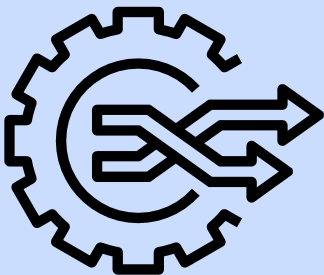
Under UK law The Data Protection Act and GDPR you can...



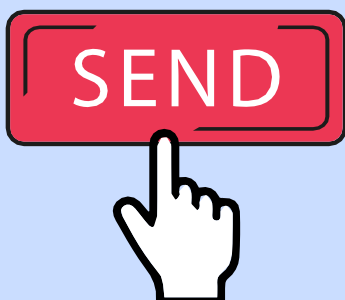
Tell us not to share your information if you really do not want us to, unless if it is required by law.



Ask us to give you a copy of your records, this is called a Rights of Access request.



Ask us to change any information if they are wrong or incorrect.



Ask for copies of your documents to other organizations if requested.

## **If you are unhappy, who do you talk to?**

You can contact our Data Protection Officer  
**Lucy Hunt**

By emailing: [tyntesfieldmedicalgroup@nhs.net](mailto:tyntesfieldmedicalgroup@nhs.net)

**OR**

**The Information Commissioners Office**

Call the helpline on **0303 123 1113**

<https://ico.org.uk/make-a-complaint/>