**MANOR PARK MEDICAL PRACTICE – PRACTICE PRIVACY NOTICE**

Manor Park Medical Practice has a legal duty to explain how we use any personal information we collect about you at the organisation. We collect records about your health and the treatment you receive in both electronic and paper format.

**Why do we have to provide this privacy notice?**We are required to provide you with this privacy notice by law. It provides information about how we use the personal and healthcare information we collect, store and hold about you. If you have any questions about this privacy notice or are unclear about how we process or use your personal information or have any issue regarding your personal healthcare information, please contact our Data Protection Officer (Umar Sabat - umar.sabat@ig-health.co.uk).

The main things the law says we must tell you about what we do with your personal data are:

* We must let you know why we collect personal and healthcare information about you
* We must let you know how we use any personal and/or healthcare information we hold about you
* We need to inform you in respect of what we do with it
* We need to tell you about who we share it with or pass it on to and why
* We need to let you know how long we can keep it for

**Using your information**

We will use your information so that we can check and review the quality of care we provide. This helps us improve our services to you.

We will share relevant information from your medical record with other health or social care staff or organisations when they provide you with care. For example, your GP will share information when they refer you to a specialist in a hospital or your GP will send details about your prescription to your chosen pharmacy.