

# Litcham Health Centre Processing Activities Log

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Name of Processing Activity	Description	Categories of individuals	Categories of personal data	GDPR Lawful Basis - Personal Data	GDPR Lawful Basis - Spec Cat Data	DPA 2018 Exemption (Personal)	DPA 2018 Exemption (Sensitive)	Source of Data	Data includes Sensitive / Special Categories
<b>REFERRALS, TEST RESULTS, DISCHARGE NOTICES</b>	Exchanging health information across the health and social care network to facilitate care for the individual	Patients	Contact Details, NHS No, DOB, Referral Reason, Supporting Clinical Information i.e. meds, allergies	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, practice generates internally, or other health / care providers provide	YES
<b>Extended / Out of Hours Services</b>	External consultants access the practice record and provide details of consultation back to practice	patients	Contact Details, NHS No, DOB, Medication Details	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>EPS</b>		patients							YES

	Information is collated and shared for research purposes		Varies depending on research programme	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	
<b>RESEARCH</b>	Patient Data is used for the Purposes of Research	patients	Full Medical Record Outcome of external consultation	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>INFORMATION RIGHTS REQUEST</b>	Response to a patient (or representative) request related to access, amendment, restriction, objection re personal data	patients, staff or visitors	Full Medical Record, Employee Record	Article 12 to 23	Article 12 to 23	Chapter 3	Chapter 3	Patient provides, generated internally or other health / care providers provide	YES
<b>MEDICAL REPORTS REQUEST</b>	Response to a commercial / employer / police / request for completion of medical reports	patients	Varies depending on nature of request	Article 6 (1) (a) Consent	Article 9 (2) (a) Consent	Schedule 9 (1) Consent	Schedule 10 (1) Consent	Patient provides, generated internally or other health / care providers provide	YES

<b>CONFIDENTIAL WASTE DESTRUCTION</b>	Confidential waste is collected, transferred and destroyed or destroyed on site	staff, public, patients	Any hard copy confidential waste produced by the practice	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>PATIENT TEXTS</b>	Texts are sent to patients in relation to healthcare services	staff, public, patients	Contact Details, Appointment Information	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>PATHOLOGY COURIER</b>	Samples are provided to the courier for delivery to pathology	staff, public, patients	Contact Details, NHS No, DOB, Pathology Request	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>PCSE NOTES</b>	Movement of Patient records to Primary Care Support England	patients	Full Medical Record	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES

<b>CORONER REPORTS</b>	Reports are provided to the coroner	patients	Contact Details, DOB, Gender, Address, NHS No, Medical Information	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>TELEPHONE RECORDING</b>	General calls to the surgery are recorded for training and monitoring purposes	patients, staff	Contact Details, Details of Conversation including health information	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Those making or receiving calls.	YES
<b>INVOICING FOR PATIENT NOTES / COPY RECORDS</b>	Invoices are sent to patients in relation to production of reports or notes	patients	Contact Details, Details of report required, cost	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	NO

<b>DIGITAL DICTATION</b>	In-house dictation system to refer patient to another health or social care professional or service	patients	Contact Details, Health Information	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>PATIENT ACCESS</b>	Patient access for online appointment booking, prescription requests and access to medical records	patients	Possibly Full Health Records	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>INCIDENT MANAGEMENT</b>	Clinical, health and safety or information incidents are managed	patients	Contact Details, Health Information, Incident Info	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>OUT OF HOURS (OOH)</b>	Patients are provided to OOH provider	patients	Possibly Full Health Records	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES

<b>HOME VISITS</b>	Information is transported to the patients home to provide consultation or care	patients	Possibly Full Health Records	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>REMOTE WORKING</b>	Information is accessed remotely	patients	Possibly Full Health Records	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>SELF CHECK IN SCREENS</b>	Patients access a digital check in screen to record their attendance at the practice	patients	Contact Details, Health Information	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>COMPLAINTS / PALS</b>	investigation and resolution of patient complaints	patients	Contact Details, Health Information,	Article 6 (1) (a) Consent	Article 9 (2) (a) Consent	Schedule 9 (1) Consent	Schedule 10 (1) Consent	Patient provides, generated internally or	YES

			complaint information					other health / care providers provide	
<b>DIABETIC EYE SCREENING</b>	Personal Data is sent to the East Anglian DESP to form a public health register and to allow multi agency working	patients	Contact Details, Health Information	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>NHS Health Checks</b>	NHS Health Checks	patients	Contact Details, Health Information	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>Patient Participation Group</b>	Personal data is processed for the creation and maintenance of the PPG / PEG	patients	Contact Details, Health Information	Article 6 (1) (a) Consent	Article 9 (2) (a) Consent	Schedule 9 (1) Consent	Schedule 10 (1) Consent	Patients	YES
		patients							YES

<b>Tele-Consultation Service</b>	Personal data is processed for the purposes of remote consultation services		Possibly Full Health Records	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	
<b>Collection of Equality &amp; Diversity</b>	Personal data is collected and analysed in relation to obligations under Equalities Act 2021	Patients / service users	Name, age disability gender reassignment marriage and civil partnership pregnancy and maternity race religion or belief sex sexual orientation	The processing is necessary to comply with a legal obligation to which the controller is subject.	Article 9(2)(b), UK GDPR and section 10 and Parts 1 and 4 of Schedule 1, DPA 2018:  OR / AND  Article 9(2)(g), UK GDPR and section 10 and Parts 2 and 4 of Schedule 1, DPA 2018: Equality of opportunity or treatment (paragraph 8)	The processing is necessary to comply with a legal obligation to which the controller is subject.	Article 9(2)(b), UK GDPR and section 10 and Parts 1 and 4 of Schedule 1, DPA 2018:  OR / AND  Article 9(2)(g), UK GDPR and section 10 and Parts 2 and 4 of Schedule 1, DPA 2018: Equality of opportunity or treatment (paragraph 8)	Provided by data subject	YES
<b>Send and receive records via offsite storage provider.</b>	Using an offsite storage provider for paper medical records.	Patients / Service Users	Full health records	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES



<b>COVID Outreach Projects</b>	(CCG / Other providers engaging with patients on organisation's behalf)	Patients / Service Users	Name, NHS Number, conditions, symptoms, medication, baseline readings or condition, outcome readings or conditions	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>Virtual / Remote Pharmacist</b>	Use of an external third-party provider to support with pharmacy / medication reviews	Patients / Service Users	Full health records	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>Virtual / Remote Clinicians</b>	Virtual Use of an external third-party provider to support with providing additional remote or face to face consultations	Patients / Service Users	Full health records	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>External Processing of Disclosures</b>	Virtual Use of external provider to process disclosure requests (Police, SARs, Firearms etc)	Patients / Service Users	Full health records	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>Video consultation</b>	Personal data is processed for the purposes of remote consultation services	patients, trainees	Possibly Full Health Records	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES

## Operational Activities

Name of Processing Activity	Description	Categories of individuals	Categories of personal data	GDPR Lawful Basis - Personal Data	GDPR Lawful Basis - Spec Cat Data	DPA 2018 Exemption (Personal)	DPA 2018 Exemption (Sensitive)	Source of Data	Data includes Sensitive / Special Categories
<b>Payroll</b>	Employee data is processed to calculate and pay salaries	Staff	Contact Details NI Number Salary Health / Disability Information	6 (1) (b) Contract	9 (2) (a) Employment	Sch 9 (2) (b) contract	Sch 10 (2) Employment	Provided by individual / HMRC	Yes
<b>Pension</b>	Employee data is processed to calculate and pay pensions	Staff	Contact Details NI Number Salary Health / Disability Information	6 (1) (b) Contract	9 (2) (a) Employment	Sch 9 (2) (b) contract	Sch 10 (2) Employment	Provided by individual / HMRC	Yes
<b>Professional Training</b>	Healthcare professionals are trained and assessed	Staff	contact details, dietary needs, disabilities	6 (1) (b) Contract	9 (2) (b) Employment	Sch 9 (2) (a) Contract	Sch 10 (2) Employment	Provided by individual	Yes
<b>Use of external Data Protection Officer</b>	Personal data may be shared with external Data Protection Officer to provide support towards data protection compliance	Staff, visitors and patients	Contact Details DOB Employment History Health / Disability Information, audio or visual recordings.	6 (1) (f) Legitimate Interests	Rights of the data subject / Incident investigation	6 (1) (f) Legitimate Interests	Rights of the data subject / Incident investigation	Case dependant	Yes
<b>CCTV</b>	Surveillance of practice areas to protect staff and visitors	Staff and visitors	audio images	6 (1) (f) Legitimate Interests		Legitimate Interests		Captured automatically	Incidental