

MANOR FARM MEDICAL 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
REFERRALS, TEST RESULTS, DISCHARGE NOTICES	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
Extended / Out of Hours Services	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
EPS	Information is collated and shared for research purposes	patients	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	YES

CONFIDENTIAL WASTE DESTRUCTION	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	
PATIENT TEXTS	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
PATHOLOGY COURIER	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
PCSE NOTES	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

CORONER REPORTS	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
COMMISSIONER REPORTS	Quality / payment / performance reports are provided to service commissioners	patients	Varies Depending on Report	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
TELEPHONE RECORDING	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
INVOICING FOR PATIENT NOTES / COPY RECORDS	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

DIGITAL DICTATION	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
PATIENT ACCESS	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
INCIDENT MANAGEMENT	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
OUT OF HOURS (OOH)	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

HOME VISITS	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
REMOTE WORKING	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
SELF CHECK IN SCREENS	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
COMPLAINTS / PALS	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	
DIABETIC EYE SCREENING	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
NHS Health Checks	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
Patient Participation Group	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

Tele-Consultation Service	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	
Collection of Equality & Diversity	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
Evaluation of Healthcare Projects and Initiatives	Undertaking analysis in relation to a project, system or initiative to understand how safe or effective it is	Patients / Service Users	Name, NHS Number, conditions, symptoms, medication, baseline readings or condition, outcome	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

			readings or conditions						
Video consultation	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
Recruitment	Applications are received and reviewed for recruitment purposes. Applicants are shortlisted and interviewed.	Public Staff	Contact Details DOB Employment History Health / Disability Information	6 (1) (b) Contract	9 (2) (a) Employment	Sch 9 (2) (b) Steps towards a contract	Sch 10 (1) Consent	Provided by individual	Possible

Payroll	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
Pension	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
Personnel File	Records are compiled to maintain and develop the employment relationship	Staff	Contact Details Recruitment information Salary Performance information Sickness Occupational health information	6 (1) (b) Contract	9 (2) (a) Employment	Sch 9 (2) (b) contract	Sch 10 (2) Employment	Provided by individual / Generated during employment	Yes
Professional Training	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
Mandatory Training	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
Appraisals	Staff performance is monitored and appraised	Staff	contact details, occupational health, performance, salary information	6 (1) (b) Contract	9 (2) (b) Employment	Sch 9 (2) (a) Contract	Sch 10 (2) Employment	Provided by individual	Yes
DBS Checking	Criminal records are checked for new employees	Staff	contact details, criminal record information, addresses, DOB	6 (1) (b) Contract	9 (2) (b) Employment	Sch 9 (2) (a) Contract	Sch 10 (2) Employment	Provided by individual	Yes

References	References are requested and provided for current and former staff members	Staff	contact details, employment information, salary, DOB	6 (1) (b) Contract	9 (2) (b) Employment	Sch 9 (2) (a) Contract	Sch 10 (2) Employment	Provided by individual	Yes
CCTV	Surveillance of practice areas to protect staff and visitors	Staff and visitors	audio images	6 (1) (f) Legitimate Interests		Legitimate Interests		Captured automatically	Incidental