

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	Personal Data is used within the Electronic Prescribing System to	patients	Name, Condition, Allergies, NHS	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally	YES

	generate and send prescriptions		Number, Address, Prescription Details					or other health / care providers provide	
RESEARCH	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
INFORMATION RIGHTS REQUEST	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
MEDICAL REPORTS REQUEST	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
CONFIDENTIAL WASTE DESTRUCTION	Confidential waste is collected, transferred and	staff, public, patients	Any hard copy confidential waste	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally	YES

	destroyed or destroyed on site		produced by the practice					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

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
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, complaint information	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
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

Tele-Consultation Service	Personal data is processed for the purposes of remote consultation services	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
Collection of Equality & Diversity Data from Service Users	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
Use of an External Third Party Provider	The clinical system is accessed by a third party provider to perform	Patients / service users	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	YES

to support with Pharmacy / Medication Reviews	medication reviews on active patients							or other health / care providers provide	
Use of an External Third Party Provider to support with providing additional remote or face to face consultations	Data is shared with an external primary care provider who offer supplementary GP appointments	Patients / service users	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
EVALUATION OF HEALTHCARE PROJECTS AND INITIATIVES	De-identified data is used to determine how safe and effective services	Patients / service users	Deidentified data (case dependant)	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
SEND AND RECEIVE RECORDS VIA OFFSITE STORAGE PROVIDER	Medical records are sent to an offsite location for archive and are retrieved as necessary	Patients / service users	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
SEND AND RECEIVE RECORDS VIA OFFSITE SCANNING PROVIDER	Medical records are sent to an offsite location for archive and are scanned so that the original may be shredded	Patients / service users	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
Managed Disclosure Service	Records are sent to an offsite provider to fulfil disclosure requests such as SAR, Police, Firearms etc	Patients / service users	Possibly Full Health Records	Information Rights Obligations and other legislation	Information Rights Obligations and other legislation	Information Rights Obligations and other legislation	Information Rights Obligations and other legislation	Patient provides, generated internally or other health / care providers provide	YES

				such as AMRA	such as AMRA	such as AMRA	such as AMRA		
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

Management of Website	Personal data is collected via the organisation website	Customers, patients, public	Name, email address, contact details, free text queries, IP addresses	Consent or Legitimate Interests	Consent or Legitimate Interests	Consent or Legitimate Interests	Consent or Legitimate Interests	Provided by individual or collected automatically	NO
Use of External Data Protection Officer	Engagement of external DPO who may process personal data related to information rights requests, training and incidents	Staff, patients and members of the public	Case dependant	Consent or legal requirement	Consent or legal requirement	Consent or legal requirement	Consent or legal requirement	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