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FOR OUR PATIENTS

How we use your personal information

This fair processing notice explains why the GP practice collects information about you and how that information may be used.

The health care professionals who provide you with care, maintain records about your health and any treatment or care you have received previously (for example, when accessing an NHS Trust, GP Surgery, Walk-in clinic, etc.) These records help to provide you with the best possible healthcare.

NHS health records may be electronic, on paper or a mixture of both, and we use a combination of working practices and technology to ensure that your information is kept confidential and secure.

Records which this GP Practice hold about you may include the following information:-

- Details about you, such as your address, carer details (if you have one), legal representative, emergency contact details;
- Any contact the surgery has had with you, such as appointments, clinic visits, emergency appointments, etc;
- Notes and reports about your health;
- Details about your treatment and care;
- Results of investigations such as laboratory tests, x-rays etc;
- Relevant information from other health professionals, relatives or those who care for you.

To ensure you receive the best possible care, your records are used to facilitate the care you receive. Information held about you may be used to help protect the health of the public and to help us manage the NHS. Information may be used within the GP practice for clinical audit to monitor the quality of the service provided.

Some of this information will be held centrally and used for statistical purposes. Where we do this, we take strict measures to ensure that individual patients cannot be identified. Sometimes your information may be requested to be used for research purposes – the surgery will always gain your consent before releasing the information for this purpose.

If you are at all concerned about the confidentiality of your medical record, or have concerns about any of the data we hold for you, please do ask to speak to the Practice Manager who will be happy to discuss your concerns with you.