

Dr KAREN GIBBON FRCP

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ALL CORRESPONDENCE TO:

The Holly Private Hospital
High Road, Buckhurst Hill,
Essex IG9 5HX

APPOINTMENTS:

020 8936 1201

Privacy Notice

Dr Karen Gibbon Ltd.

I am a Consultant Dermatologist providing advice and medical care for people with skin diseases and skin problems. I am supported in this role by my private secretary, Mrs Philippa Bishop.

This fair processing notice explains why we collect information about you, and how that information may be used. We keep records about your health, including any treatment or care that you have received previously. The 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.

Below are details of what information we collect from you, what we do with, and who it might be shared with.

What information do we collect from you?

- Details about you, such as your name, date of birth, address and contact details
- Your GP's name and address
- Notes about your health and medical condition
- Details about your treatment and care
- Results of investigations such as blood tests and biopsies
- Information received from other health professionals ie a GP referral letter
- Health insurance details (if applicable)

Why do we collect this information?

We collect this information so that we can provide you with medical advice and treatment for your skin condition. Information may also be used for clinical audit to monitor the quality of the service provided.

Who might we share your information with?

- Aspen Healthcare (The Holly Private Hospital)
- Secretary – to type up letters
- General Practitioner – to update your GP on your medical condition
- Other Health Professionals – if you need to be referred to another Health Professional, this will be discussed with you prior to sharing your information
- Pathology Laboratory – if you have a biopsy or blood tests sent for analysis
- Health Insurance Company – if you have a Health Insurance Policy, when sending the invoice

We have a legal obligation to keep information about you confidential. We will only ever use or pass on information about you if others involved in your care have a genuine need for it. We will not disclose your information to any third party without your permission unless there are exceptional circumstances (ie life or death situations), where the law requires information to be passed on and / or in accordance with the new information sharing principle following the Caldicott Review on information sharing.

We do not use your information for any marketing purposes.

What do we do with your information?

We use your information to help diagnose and manage your skin condition. We will write to your GP, so that your GP is aware of your skin condition and treatment plan, unless you request us not to do so. You will receive a copy of this letter for your own records. We also give a copy of this letter to The Holly Private Hospital which is filed in your hospital notes.

How long do we keep hold of your information?

The information is kept by us for 8 years after completion of treatment in adults. For children, the information is kept until the patient's 25th birthday (or 26th if the young person was 17 at the end of treatment).

How do we maintain the confidentiality of your records?

We are committed to protecting your privacy and will only use information collected lawfully in accordance with:

- Data Protection Act 1998
- General Data Protection Regulation (GDPR) principles (25.05.2018)
- Human Rights Act 1998
- Common Law Duty of Confidentiality
- Health and Social Care Act 2012
- NHS Codes of Confidentiality, Information Security and Records Management

How can I access the information you hold about me?

You have the right to request a copy of the information that we hold about you. If you would like a copy of some, or all of your personal information, please email or write to us at the following address:

49 Princes Avenue
Woodford Green
Essex IG8 OLW

Email: mrsbishop@hotmail.com

You will need to give adequate information (for example full name, address, date of birth, and details of your request) so that your identity can be verified.