

A privacy notice is the most commonly used format to provide individuals with this information.

If you already have a privacy notice for your organisation, you may need to review this and put a plan in place to make any necessary changes in time for the GDPR implementation.

It is suggested that organisations have at least one prominently displayed privacy notice which could contain information such as:

- how an individual's personal data is held confidentially and securely
- an explanation on the primary purpose/purposes for processing personal data
- any other reasons an individual's personal data may be used.

When writing a privacy notice, it may be useful to use a blended approach; clearly displaying basic simple information, with signposts to more detailed information via the internet or websites.

For GPs specifically, a privacy notice may include:

- how medical records are held confidentially and securely
- how medical records are primarily used for the safe and effective delivery of care
- how parts of medical records may sometimes be used for other purposes:
- efficient management of the NHS
- medical audits
- medical research.

At the end of your basic privacy notice, you should inform individuals on where they can find more detailed information, in regards to the use of their personal data.

Article 13 of the GDPR gives comprehensive guidance on the information that should be provided to individuals. **Please select the image to view detailed guidance.**

Some key points to include are:

- the name and contact details of the data controller
- the contact details of the data protection officer
- the purpose(s) of the data processing
- how long the personal data will be stored for - if this is not possible, include the criteria used to determine this time period
- the legal basis for data processing.

To ensure individuals are aware of the rights they have in regards to their personal data, you should include information within your privacy notice.

Informed - you have the right to be informed on how your personal data is being used.

Access - you have the right to request access to your personal data.

Rectification - you have the right to request that any mistakes concerning your personal data are corrected.

Restriction - you have the right to restrict the processing of your personal data.

Erasure - you have the right to request that your personal data is erased.

Complain - you have the right to lodge a complaint to the supervisory authority.

Portability - you have the right to data portability.

It may be useful to look over your procedures and work out how you would deal with requests such as deleting an individual's personal data.

As an organisation, data portability requests must be responded to without unnecessary delay, and within one month. The information requested must also be provided free of charge.

If the individual has requested to transfer their personal data directly to a separate organisation, this must be completed, if technically possible, without any obstruction.