



Information for Patients Regarding Data Protection and Requests for Access to Patient Notes

| Version Number | Date Approved | Author | Next Review Date | Action |
|-----------------------|----------------------|---------------|-------------------------|---------------|
| V1 | Jan 2015 | J Sager | | |
| V2 | Jan 2016 | J Sager | | |
| V3 | Jan 2017 | J Sager | Jan 2018 | |

BCOM Clinic complies with data protection and access to medical records legislation. Identifiable information about you may be shared with others in the following circumstances:

- To provide further medical treatment for you from your GP.
 - If you have been referred by your NHS GP, we will write to your GP to tell them that you have attended a consultation and what our findings are. We will also write to your GP when we discharge you.
 - If you are a private patient, we may write to your GP to provide further medical treatment for you.
- When we have a duty to others e.g. in child protection cases

Reception and administration staff may require access to your patient records in order to do their jobs. These members of staff are bound by the same rules of confidentiality as the clinical staff and students.

De-identified patient data may be used for clinical audit, research and teaching purposes. If you do not consent to the use of your data in this way, you may opt out at any time by speaking to a member of Clinic Reception.

Access to Records

In accordance with the Data Protection Act 1998 and Access to Health Records Act 1990, patients may request to see their BCOM patient records. Such requests should be made in writing to the Head of Clinic and may be subject to an administration charge, which may be up to £50. All requests for access to your records will be dealt with within 40 days of receipt of your request. No information will be released without patient consent unless we are legally obliged to do so. You may be asked to provide a copy of your passport or driving licence in order for us to verify your identity.

For further information or to make an access request, please contact:

Clinic Reception, British College of Osteopathic Medicine, 6 Netherhall Gardens, London, NW3 5RR

If you are not satisfied with how BCOM has dealt with your access request, please contact the Head of Clinic as detailed above. Appeals against the Head of Clinic's decision may be made in writing to the College Principal.