

Spirit Implement Privacy Notice

Spirit Implement

Spirit Health Family of Companies supplies quality products and services to the NHS. Spirit Implement Ltd provide medicines optimisation services across the NHS. This is a systematic process which delivers effective implementation of local guidance at a GP practice level. The service brings benefits to both the local NHS and to patients

Key Principles

- All work will aim to improve patient care and NHS efficiency
- Nothing happens within the practice without their consent
- All information is reported as required to the agreed practice and if relevant, the local ICB contact.

What information is being collected for the Medicines Optimisation Service by Spirit?

Patient information

- General information: Name, Date of birth, Postcode
- Clinical information including NHS number, condition and current treatments

Numbers of patients identified and involved at all steps of the service (totals only) **NB: Patient information remains in the practice at all times. No patient identifiable data is removed or held anywhere by Spirit Implement NHS staff information**

- Name and job title
- Contact information, telephone number, email address

How is it collected?

- Directly from the patient's healthcare professional e.g. GP or Practice Nurse
- Directly from the patient
- Directly from the GP Practice computer system

Why is it being collected?

This information is being collected for the Data Controller to fulfil their contract with the specified NHS organistaion. Without collecting this information, it would not be possible to provide the Medicines Optimisation Service in a targeted way. It is also for the vital interest of the patients, who will go onto the locally preferred treatment option.

In addition to this, consent is also used/obtained – this would be while attending the clinic for changeover of the meters or through the clinic invitation letter.

Information is collected for

The information is collected for us to make recommendations to the lead GP to make changes to treatment in line with local guidelines.

How will it be used?

- To identify the appropriate patients for the treatment change
- To inform patients of any changes being made
- To swap the treatment
- Follow progress of the individuals
- To obtain GP authorisation for any treatment change

Who will it be shared with?

- The Patient's GP Practice
- The patient
- Clinic facilitators and administrators

Where will the data be stored?

All patient information remains in the GP practice and none is removed or held by Spirit Implement.

All service delivery information (e.g. anonymised numbers of patients changed) collected is stored electronically in a secure accredited network. Paper documents are kept in a locked cupboard and destroyed one year after the implementation has been completed.

Automated decisions

No automated decision making is used with the data collected.

Your rights as a data subject

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require the organisation to change incorrect or incomplete data;
- Require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- Object to the processing of your data where Spirit is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Andy.Coxon@spirit-health.com

The Data Protection Officer (DPO)

Spirit have appointed a DPO. This is our Quality & Operations Director – Andy Coxon. The role of the DPO is to assist data ‘Controllers’ and ‘Processors’ to comply with data protection law and avoid the risks that organisations face when processing personal data.

The Data Controller

The Data Controller responsible for keeping your information confidential is:

Spirit Implement,

Spirit House,

Saffron Way,

Leicester, LE2 6UP

Telephone: 08008815423 www.spirit-health.com

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

Information Commissioner

The Data Protection Act 2018 requires organisations to lodge a notification with the Information Commissioner to describe the purposes for which they process personal information. These details are publicly available in the Register of Data Controllers. Our Registration number is: **Z1816219**

Further information can be obtained from:

Information Commissioner's Office

Wycliffe House, Water Lane

Wilmslow, SK9 5AF

Telephone: 0303 123 1113

www.ico.org.uk