

Privacy Notice – Mark Tomlinson - Surgeon (MT Surgical Ltd)

MT Surgical Ltd is committed to maintaining the privacy, dignity and confidentiality of patients and service users at all times. We adhere to the principles of current UK data protection legislation and the General Medical Council and Nursing & Midwifery Council Codes of Confidentiality. For the purposes of data protection legislation, Angela Tomlinson (Director of MT Surgical Ltd) is the “data controller” in respect of the information provided by patients and service users. MT Surgical Ltd is required under data protection legislation to notify service users of the information provided in this privacy notice.

How MT Surgical Ltd Uses Your Personal Information

MT Surgical Ltd will only use your personal information where the law allows us to. MT Surgical Ltd uses your personal information to allow us to advise and support you in accordance with your requirements and the consents you have given to us. Most commonly, MT Surgical Ltd will use your personal information in the following circumstances:

- Where you have provided us with consent;
- Where it is necessary to perform a contract/service we have entered into with you; or
- Where it is necessary for us to comply with a legal obligation.

MT Surgical Ltd may also need to use your personal information in the following circumstances, which are likely to be rare:

- Where it is necessary to protect your interests (or someone else’s interests); or
- Where it is needed in the public interest

The service is medically confidential. The medical records are securely stored in line with UK data protection legislation and only accessible to MT Surgical Ltd employees. All MT Surgical Ltd employees adhere to a strict code of ethics in relation to the confidentiality of all consultations, telephone contact and the maintenance of medical records.

Sharing Your Personal Information

Any information obtained by MT Surgical Ltd employees is strictly confidential. No information is divulged to any third party, including the person's general practitioner (GP) without the person's informed consent.

Keeping your Personal Information

MT Surgical Ltd will keep the personal information you provide to us whilst you are a patient or service user and will also retain your personal and medical information even after the end of the treatment or service if this is necessary to comply with legal obligations or to meet regulatory or professional requirements.

A copy of MT Surgical Ltd’s Data Retention Schedule is available upon request and details how long personal information is retained for.

Your Right to Access Personal Information

You can find out if MT Surgical Ltd holds any personal information about you by making a ‘subject access request’ under current UK data protection legislation. If MT Surgical Ltd does hold information about you, we will:

- Give you a description of the personal and medical information;
- Tell you why we hold your personal information;
- Tell you who it has been disclosed to; and
- Let you have a copy of the information in an intelligible form.

You may also have the right for your personal and medical information to be transmitted electronically to another organisation in certain circumstances.

You can request access to the information MT Surgical Ltd holds about you at any time by contacting Mrs Angela Tomlinson, Director, MT Surgical Ltd (Data Protection Officer).

MR M A TOMLINSON MBBS, FRCS (Eng), FRCS (Gen Surg)
CONSULTANT GENERAL, VASCULAR & ENDOCRINE SURGEON

Further Data Protection Rights

If you believe that any of the personal information MT Surgical Ltd holds about you is incorrect, you have the right to ask us to rectify that information at any time and we will consider this request. There are some specific circumstances where this right does not apply and we can refuse to deal with your request.

You may also have the right, in certain circumstances, to request that we delete your personal or medical information, to block any further processing of your personal or medical information or to object to the processing of your personal or medical information. There are some specific circumstances where these rights do not apply and we can refuse to deal with your request.

If MT Surgical Ltd is processing your personal and medical information based upon your consent, you have the right to withdraw your consent at any time.

If you require any further information about your right to rectification, erasure, restriction of or object to processing or you wish to withdraw your consent please contact Mrs Angela Tomlinson, Director, MT Surgical Ltd (please see contact details section below).

Complaints

MT Surgical Ltd takes any complaints that are received about the collection and use of personal or medical information very seriously. We would encourage you to bring it to our attention if you think that collection or use of information is unfair, misleading or inappropriate. You can make a complaint at any time by contacting me Mrs Angela Tomlinson, Director, MT Surgical Ltd.

If you think our collection or use of personal information is unfair, misleading or inappropriate or if you have concerns about the security of your personal information, you also have the right to make a complaint to the Information Commissioner's Office. You can contact the Information Commissioner's Office at the following address:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact Angela Tomlinson

You can contact Angela Tomlinson in writing to Angela Tomlinson, Director, MT Surgical Ltd, Swallows Nest, Melling, Carnforth, Lancashire LA6 2RA info@marktomlinson-surgeon.co.uk

For more information about how we handle your personal and medical information, how long this information is retained, and your rights under data protection legislation, please see our *Data Management Policy 2018*