



# PRIVACY NOTICE



## **General Data Protection Regulation (GDPR)**

The Data Protection Act 1998 (to be superseded by the General Data Protection Regulation in May 2018) regulates the use and processing of personal data held on computer and paper records. Data protection law exists to strike a balance between the rights of individuals to privacy and the ability of organisations to use data for the purposes of their business.

Data protection law applies whenever a data controller processes personal data. As a service provider to public and private sector health, Advance Histopathology Laboratory Ltd (AHLab) processes personal data relating to patients, customers, suppliers and business contacts in order for it to fulfil its business requirements.

Advance Histopathology Laboratory Ltd (AHLab) Information Governance and Security Policy has four key interlinked strands:

### **Openness (which includes, but not limited to):**

- Non-confidential information on the organisation and its services will be made available to the public through a variety of media.
- The organisation has established and maintains policies to ensure compliance with GDPR.
- Patients will be able to exercise their right to access information relating to their own healthcare, their options for our services and their rights as patients.

### **Legal Compliance (which includes, but not limited to):**

- The organisation regards all identifiable personal information relating to patients as confidential.
- The organisation regards all identifiable personal information relating to staff as confidential except where National policy on accountability and openness requires otherwise.
- The organisation will establish and maintain policies to ensure compliance with the Data Protection Act 1998 (GDPR 2018), Human Rights Act and Common Law confidentiality.
- The organisation has established and maintains policies for the controlled and appropriate sharing of patient information with other agencies, taking account of relevant legislation (e.g. Health and Social Care Act 2012, Crime and Disorder Act 1998, Protection of Children Act 1999).

### **Information Security (which includes, but not limited to):**

- The organisation will establish and maintain policies for the effective and secure management of its information assets and resources.
- The organisation will promote effective confidentiality and information security practice to its staff through policies and training.

### **Information Quality Assurance (which includes, but not limited to):**

- The organisation has established and maintains policies and procedures for information quality assurance and the effective management of records.



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- Data standards will be set through clear and consistent definition of data items, in accordance with national standards.
- The organisation will promote information quality and effective records management through policies, procedures/user manuals and training.

All AHLab employees are bound by the Common Law Duty of Confidentiality, placing a legal duty on all staff working for the organisation to keep all information provided to the organisation and themselves as employees of the organisation by its patients completely confidential. This legal obligation is further enforced through the codes of practice of staff respective professions and by virtue of their contract with AHLab.

All staff have a legal obligation to ensure that any confidential information they come into contact with is kept secure and confidential at all times. Where a member of staff receives a request for information relating to an individual, staff must ensure that any disclosure of confidential information is fully justified and in compliance with the Data Protection or Common Law Duty of Confidentiality.

All Advance Histopathology Laboratory Ltd (AHLab) staff undertake annual mandatory Information Governance Training to ensure they are familiar with the legislation and organisational policies.

## **How is your information used?**

- For Payment

Generally, we may use and share your information with others to bill and collect payment for the treatment and services we provide to you. Before you receive our invoices, we may also share portions of your information with billing departments, insurance companies.

- Business Associates

We may share information with third parties employed to carry out task on behalf of AHLab. We require them to protect your information and keep it confidential.

- Organisation Directory

Unless you opt out, we may include your name, hospital/clinic/consultant room, and your contact details in our directory while we are your service provider. To opt out of being included in the directory, notify the staff member registering you as service user alternative if you are an existing service user and wish to opt out please email [p.hoyne@ahlab.co.uk](mailto:p.hoyne@ahlab.co.uk).

## **CHANGES TO THIS NOTICE**

We reserve the right to change this Notice. We reserve the right to make the revised Notice effective for information we already have about you, as well as any health information we create or receive in the future. The Notice is effective from 15/05/2018.

If you believe that we shared your information in a way that is not allowed under the privacy law or if you believe your rights were denied you can file a complaint with the Clinical Director.

You will not be penalised for filing a complaint.