

# Parish Fields Medical Practice Processing Activities Log

Last Reviewed: 10/11/2021 10:57:50 AM

Name of Processing Activity	Description	Categories of individuals	Categories of personal data	GDPR Lawful Basis - Personal Data	GDPR Lawful Basis - Spec Cat Data	DPA 2018 Exemption (Personal)	DPA 2018 Exemption (Sensitive)	Source of Data	Data includes Sensitive / Special Categories
<b>REFERRALS, TEST RESULTS, DISCHARGE NOTICES</b>	Exchanging health information across the health and social care network to facilitate care for the individual	Patients	Contact Details, NHS No, DOB, Referral Reason, Supporting Clinical Information i.e. meds, allergies	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, practice generates internally, or other health / care providers provide	YES
<b>Extended / Out of Hours Services</b>	External consultants access the practice record and provide details of consultation back to practice	patients	Contact Details, NHS No, DOB, Medication Details	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>EPS</b>		patients							YES



<b>CONFIDENTIAL WASTE DESTRUCTION</b>	Confidential waste is collected, transferred and destroyed or destroyed on site	staff, public, patients	Any hard copy confidential waste produced by the practice	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	
<b>PATIENT TEXTS</b>	Texts are sent to patients in relation to healthcare services	staff, public, patients	Contact Details, Appointment Information	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>PATHOLOGY COURIER</b>	Samples are provided to the courier for delivery to pathology	staff, public, patients	Contact Details, NHS No, DOB, Pathology Request	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>PCSE NOTES</b>	Movement of Patient records to Primary Care Support England	patients	Full Medical Record	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES

<b>CORONER REPORTS</b>	Reports are provided to the coroner	patients	Contact Details, DOB, Gender, Address, NHS No, Medical Information	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>COMMISSIONER REPORTS</b>	Quality / payment / performance reports are provided to service commissioners	patients	Varies Depending on Report	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>TELEPHONE RECORDING</b>	General calls to the surgery are recorded for training and monitoring purposes	patients, staff	Contact Details, Details of Conversation including health information	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Those making or receiving calls.	YES
<b>INVOICING FOR PATIENT NOTES / COPY RECORDS</b>	Invoices are sent to patients in relation to production of reports or notes	patients	Contact Details, Details of report required, cost	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	NO

<b>DIGITAL DICTATION</b>	In-house dictation system to refer patient to another health or social care professional or service	patients	Contact Details, Health Information	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>PATIENT ACCESS</b>	Patient access for online appointment booking, prescription requests and access to medical records	patients	Possibly Full Health Records	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>INCIDENT MANAGEMENT</b>	Clinical, health and safety or information incidents are managed	patients	Contact Details, Health Information, Incident Info	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>OUT OF HOURS (OOH)</b>	Patients are provided to OOH provider	patients	Possibly Full Health Records	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES

<b>HOME VISITS</b>	Information is transported to the patients home to provide consultation or care	patients	Possibly Full Health Records	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>REMOTE WORKING</b>	Information is accessed remotely	patients	Possibly Full Health Records	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>SELF CHECK IN SCREENS</b>	Patients access a digital check in screen to record their attendance at the practice	patients	Contact Details, Health Information	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>COMPLAINTS / PALS</b>	investigation and resolution of patient complaints	patients	Contact Details, Health Information,	Article 6 (1) (a) Consent	Article 9 (2) (a) Consent	Schedule 9 (1) Consent	Schedule 10 (1) Consent	Patient provides, generated internally or	YES

			complaint information					other health / care providers provide	
<b>DIABETIC EYE SCREENING</b>	Personal Data is sent to the East Anglian DESP to form a public health register and to allow multi agency working	patients	Contact Details, Health Information	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>NHS Health Checks</b>	NHS Health Checks	patients	Contact Details, Health Information	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES
<b>Patient Participation Group</b>	Personal data is processed for the creation and maintenance of the PPG / PEG	patients	Contact Details, Health Information	Article 6 (1) (a) Consent	Article 9 (2) (a) Consent	Schedule 9 (1) Consent	Schedule 10 (1) Consent	Patients	YES
		patients							YES

<b>Tele-Consultation Service</b>	Personal data is processed for the purposes of remote consultation services		Possibly Full Health Records	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	
<b>Collection of Equality &amp; Diversity</b>	Personal data is collected and analysed in relation to obligations under Equalities Act 2021	Patients / service users	Name, age disability gender reassignment marriage and civil partnership pregnancy and maternity race religion or belief sex sexual orientation	The processing is necessary to comply with a legal obligation to which the controller is subject.	Article 9(2)(b), UK GDPR and section 10 and Parts 1 and 4 of Schedule 1, DPA 2018:  OR / AND  Article 9(2)(g), UK GDPR and section 10 and Parts 2 and 4 of Schedule 1, DPA 2018: Equality of opportunity or treatment (paragraph 8)	The processing is necessary to comply with a legal obligation to which the controller is subject.	Article 9(2)(b), UK GDPR and section 10 and Parts 1 and 4 of Schedule 1, DPA 2018:  OR / AND  Article 9(2)(g), UK GDPR and section 10 and Parts 2 and 4 of Schedule 1, DPA 2018: Equality of opportunity or treatment (paragraph 8)	Provided by data subject	YES
<b>Video consultation</b>	Personal data is processed for the purposes of remote consultation services	patients, trainees	Possibly Full Health Records	6 (1) (e) Public Task	9 (h) Medicine	Sch 9 (5) (e) Public Task	Sch 10 (8) (1) Medical Purposes	Patient provides, generated internally or other health / care providers provide	YES



