

**NHS Grampian**

**Privacy notice**

**The Aberdeen Clinic – Endoscopy Services**

**What is happening to my information?**

To enhance the provision for endoscopy services in Grampian, the Health Board has partnered with The Aberdeen Clinic (TAC). TAC will provide you with an appointment and their clinicians will undertake your procedure.

For them to do this safely and to record your results, they need access to your medical records. As such, NHS Grampian has granted them secure access to our systems for this purpose.

Whilst they will have access to your medical history, they are only given that access on NHS Grampian secured systems and devices. Your data does not leave the control of NHS Grampian and it will not be taken from the Health Boards systems or recorded anywhere else by colleagues from TAC.

**Personal data and special categories of personal data**

TAC colleagues will have access to your demographic information (name, address, other contact information, date of birth, CHI number) and your full health recorded as held by the Health Board in the same way as a NHS Grampian colleagues would have access to that information if they were providing your endoscopy. They will also have access to other special categories of your data as recorded in the Board systems such as your ethnicity, your religion (where relevant to your care), your sex life or your sexual orientation (where relevant to your care).

If your record contains contact information for your next of kin or for other family members, they will also have access to that data.

Remember that their access is for the limited purpose of providing your endoscopy and recording results and that all access to data and recording uses NHS Grampian secured devices and systems.

**Data controller**

NHS Grampian remains the data controller for your information. The Aberdeen Clinic have been appointed as a data processor further to their provision of endoscopy services to the Board. The Aberdeen Clinic have signed a Data Processing Agreement with the Board that sets standards around the use of your information. Their staff have all signed individual confidentiality agreements with NHS Grampian directly.

### **Lawful processing**

The processing of your data is further to the official authority of the Health Board and a task in the public interest (ie the provision of your care). Concerning your health records and other special categories of personal data, processing is lawful for the purposes of the provision of health or social care and the management of the health and social care system.

### **Your rights**

If you wish to update, access, erase, or limit or complain about the use of your personal data please let our Data Protection Officer know contacting Information Governance - [gram.infogovernance@nhs.scot](mailto:gram.infogovernance@nhs.scot) - or 01224 551549. You may also wish to contact the Information Commissioner's Office - <https://ico.org.uk/your-data-matters/raising-concerns/> or seek to enforce your rights through judicial remedy.