

Data Control

Controller: Mark Adams

1) Patient records including paper records, retinal photographs and referral letters etc. The legal basis for holding and processing the personal data is legitimate interest and for the purposes of healthcare. The data can only be shared with registered health care professionals and staff under their supervision. The records will be kept for ten years after the last entry as suggested by the College of Optometrists. In the case of patient under the age of 18, the record will be kept until their 25th birthday.

Only registered health care staff will have access to the complete patient record and all such staff comply with GOC standards which ensure respect for patient confidentiality.

Paper records are kept secure and electronic data id password protected. There is a back-up system allowing restoration of data and anti virus software is in place.

2) Financial records including direct debit and payment records.

The legal basis for holding these is legitimate interest. The data may be shared with the subject's bank. All records are destroyed when no longer of use, this may be in a few days in the case of verifying a payment or up to 7 years for tax purposes. Paper records are kept securely. Employees can only access information essential for their role. No data is kept electronically.

Mark Adams Optometrist

24th April 2018

The legal basis for processing data.

1) Necessary for the purpose of legitimate interests pursued by the controller (Mark Adams) or a third party except where such interest are overridden by the interest, rights or freedoms of the data subject.

2) Processing may be necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity, or where the Data Protection Act allows sharing of patient records with regulators.

3) Processing is necessary for the purpose of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services on the basis of Union or Member State law or contract with a health profession.