

Your rights

You have the right to confidentiality under the Data Protection Act 1998 (DPA), the Human Rights Act 1998 and the common law duty of confidence. The Disability Discrimination and Race Relations Acts may also apply.

- Access
- Rectification
- Erasure (in limited circumstances)
- Portability (in limited circumstances)
- Objection to or restriction of processing
- Right to prevent automatic decisions

You can find out more information about your rights in our privacy notice www.bpas.org/privacynotice

If you think your records are inaccurate or incorrect, please inform us as soon as possible while at the clinic or by emailing dataprotection@bpas.org

Additional information on your rights is available from the Information Commissioner:
www.ico.org.uk

Partner organisations

We may share information with organisations, which help us provide or pay for your care. These may include:

- NHS - CCGs and Trusts (hospitals)
- Statutory authorities & agencies
- Referrers - GPs or family planning clinics
- Ambulance services
- Contractors acting on behalf BPAS
- Other organisations working with us to provide BPAS services

We may be asked to share your information with:

- Social services
- Educational services
- Local authorities
- Police

We will only share information where there is a clear legal reason to do so. Anyone receiving information from us has a legal duty to keep it confidential.

For further information, please contact:

Data Protection Officer
British Pregnancy Advisory Service
20 Timothys Bridge Road
Stratford-upon-Avon
Warwickshire CV37 9BF
Phone: 0345 365 5050
E-mail: dataprotection@bpas.org
Visit: www.bpas.org/privacynotice

www.bpas.org

Head Office: 20 Timothys Bridge Road, Stratford Enterprise Park,
Stratford-upon-Avon CV37 9BF.
T: 0345 365 50 50 or +44 1789 508 211

Registered Charity 289145 as
British Pregnancy Advisory Service
BPAS is registered and regulated by
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How we use your
health records
PRIVACY NOTICE



This leaflet is a simple guide to help you understand how we use your information and should be considered along with BPAS Privacy Notices.

Why we collect information about you

We aim to provide you with the highest quality healthcare. To do this, we use and keep information about you, your health, and the care we plan and give to you.

We record:

- Your address, date of birth and next of kin
- Details of our contact with you
- Notes and reports about your health
- Details and records of your treatment and care
- Scans and laboratory tests results
- Your contact and consent preferences
- Your feedback
- Information from the professionals providing your care

BPAS staff will provide you with a copy of this leaflet and refer you to BPAS Privacy Notice: www.bpas.org/privacynotice

How we keep your records

Everyone working for BPAS has a legal duty to keep information about you confidential.

We have a duty to:

- Maintain full and accurate records of the care given
- Keep your records secure and confidential
- Provide information in a format that is accessible to you
- Only keep information for as long as necessary

We will not share information that identifies you, unless:

- You ask us to do so
- We ask, and you agree that we can
- We are required to by law
- We are required in order to complete a public task in the public interest
- We have special permission for health or audit purposes
- It is needed to deliver medical services to you in line with BPAS business needs

Where possible we will anonymise information prior to sharing it to ensure that you cannot be identified.

How your records are used

At BPAS, we use your records to:

- Provide a good basis for health decisions made by you and healthcare professionals
- Make sure your care is safe and effective
- Work with others to provide your care (if necessary)
- Meet our legal and regulatory obligations as a professional healthcare provider
- Identify NHS funding and process payment for services including identity checks

Others may need information about you to:

- Check the quality of care provided
- Protect the health of the general public
- Keep track of NHS spending
- Manage sexual health services in your area
- Look into a concern or complaint about your healthcare
- Teach other staff and health workers
- Help with research

We use anonymised information wherever possible, but occasionally, personally identifiable information is essential for NHS purposes such as research and auditing. Personally identifiable information will only be used where there is a clear legal reason to do so.

