

FAIR PROCESSING NOTICE

This practice records information about you, your health, and your treatment so that you receive the right care. We record this information so that it is available each time we see you. We have a legal duty to keep the information we record about you confidential.

The information recorded about you is used to provide your individual care, and, in carefully controlled circumstances, to help improve your individual care by being used in research. This protects the health of the general public, plans for future services, trains staff, and allows research to be carried out.

What is FARSITE?

This practice supports research and works with NorthWest EHealth (NWEH) by using the **FARSITE** system (refer to <https://nweh.co.uk/who-we-are/about-us> for more information about NWEH).

FARSITE is a tool that helps authorised users to search, find, and contact patients for potential research opportunities whilst still preserving patient confidentiality. **FARSITE** has been developed to be used by your local Clinical Research Network (CRN) and doctors who want a safe and easy way to get involved with research. Data within the **FARSITE** system is never used for any automated decision making that may have a negative impact on you. NWEH operates within the strict Information Governance controls of the NHS N3 network and its ISO 27001 certification.

Who can see my data?

Data stored in **FARSITE** is restricted. Identifiable data is stored in a separate database; and researchers using the **FARSITE** system never see the identifiable information – what they do see is anonymised. This means that you cannot be identified from these records by non-practice staff because all personal details (name, address, postcode, and full date of birth) are obscured and protected using a secure computer process.

In order to maintain the system, a small number of approved personnel from NWEH and Salford Royal Foundation Trust (SRFT) staff have strictly controlled access to the identifiable information for maintenance purposes. These people are bound by the same confidentiality agreements as all NHS staff. Your doctor has access to the identifiable information so they can control which patients are invited to participate in research.

When your GP decides to invite you to participate in a trial, your information may be shared with Docmail, a third party communication company, for the sole reason of being able to send letters on behalf of your GP. NWEH staff may support your GP to identify patients who might be eligible to participate in research; all staff who engage in this activity have an enhanced pre-employment check with the Disclosure and Barring Service (DBS) and an honorary contract with the GP practice they are supporting. Your data remains secure and confidential at all times.

What is the legal basis for processing my information?

Under the General Data Protection Regulation (GDPR), NWEH have a legal basis for processing your information in order to facilitate patient involvement in research. This is in line with the GP responsibilities under the 2012 NHS Constitution to improve the current and future health of the population. This GP practice has a Data Processing and Collection Agreement in place with NWEH. The research conducted is in the public interest and data minimisation is a key part of the design of **FARSITE**. You have a right to opt out of your data being processed as detailed below. For more information, refer to: <https://nweh.co.uk/how-we-do-it/data-standards>.

Where is my data stored?

The security of your information is extremely important. The databases storing the data (both identifiable and anonymised) collected for the purposes of **FARSITE** are within the secure NHS (N3) network managed by SRFT. This is the same standard of security as used by this GP practice.

How long is FARSITE data stored for?

Since this GP practice has opted into **FARSITE**, your healthcare data is being collected by NWEH on a regular basis. If this practice opts out of **FARSITE**, no further data will be collected and the existing **FARSITE** data will be deleted.

What if I want to opt out?

If you would like to opt out of this data collection and processing scheme, please let your doctor know and your records will not be collected for use in research. This will not affect your care in any way.

If any research requires you to provide additional information about yourself, you will be contacted by your doctor to see if you are willing to take part; you will not be identified in any published results.

Further Information

For further information relating to healthcare research, please refer to <https://www.hra.nhs.uk/information-about-patients/>

If you wish to raise a complaint about this practice, NWEH, or any research organisation that has handled your personal data, you can contact the relevant Data Protection Officer who will investigate the matter. If you are not satisfied with their response or believe they are processing your personal data in a way that is not lawful you can complain to the Information Commissioner's Office (ICO).

You have a right of access to your health records. If, at any time, you would like to know more, or have any concerns about how we use your information, please ask reception for more details.