

## Privacy Notice – One Croydon Alliance LIFE Service

### Plain English explanation

This privacy notice explains why health and care providers collect information about you and how that information may be used.

The Living Independently For Everyone (LIFE) Service involves providing short term support to people to retain or regain their independence which promotes health, wellbeing, independence, dignity and social inclusion.

To enable LIFE multi-disciplinary teams to manage people’s care, in the best possible way, requires them to share information.

To enable this service to support you, your data may be shared by professionals who work for the following organisations:

- Age UK Croydon
- Croydon Council Adult Social Care
- Croydon GP practice you are registered with
- Croydon Health Services NHS Trust
- South London and Maudsley NHS Foundation Trust

The professionals who have access to your information will only have access to that which they need to fulfil their roles.

You have the right to object to our sharing your data in these circumstances but we have an overriding responsibility to comply with our legal obligations. Please see below.

We are required by law to provide you with the information in the following 9 subsections. We have also set out a list of definitions below.

<b>1) Controller</b> contact details	<ul style="list-style-type: none"><li>• Croydon Council (Bernard Weatherill House, 8 Mint Walk Croydon, CR0 1EA)</li><li>• Croydon Health Services NHS Trust (Croydon University Hospital, 530 London Road, Thornton Heath CR7 7YE)</li><li>• South London and Maudsley NHS Foundation Trust (Trust HQ, 1<sup>st</sup> Floor, Maudsley Hospital, Denmark Hill, London SE5 8AZ)</li><li>• Age UK Croydon, 2nd Floor, 46 George Street, Croydon CR0 1PB</li></ul>
<b>2) Data Protection Officer</b> contact details	<ul style="list-style-type: none"><li>• Age UK Croydon – Chris Dulake, Age UK Sutton   020 8915 2495 (direct line) or 020 8915 2233 (main number)   <a href="mailto:chris.dulake@ageuksutton.org.uk">chris.dulake@ageuksutton.org.uk</a></li><li>• Croydon CCG – Claire Edgeworth   03000 428 438   <a href="mailto:nelcsu.dpo@nhs.net">nelcsu.dpo@nhs.net</a></li></ul>

	<ul style="list-style-type: none"> <li>• Croydon Council - Sandra Herbert   020 8726 6000 ext 62928   <a href="mailto:dpo@croydon.gov.uk">dpo@croydon.gov.uk</a></li> <li>• Croydon Health Services NHS Trust   ch-tr.GDPR@nhs.net   020 8401 3543  </li> <li>• South London and Maudsley NHS Foundation Trust - Murat Soncul   020 3228 6000   <a href="mailto:Murat.Soncul@slam.nhs.uk">Murat.Soncul@slam.nhs.uk</a></li> </ul>
<p><b>3) Purpose of the processing</b></p>	<p>Information will be shared in order to facilitate “Direct Care” that is delivered to the individual – that is, where a health or care organisation has direct contact with a patient or service user in order to provide them with immediate care or treatment.</p> <p>Direct Care is care delivered to the individual alone. After a patient agrees to a referral for direct care elsewhere, such as a referral to a specialist in a hospital, necessary and relevant information about the patient, their circumstances and their problem will need to be shared with the other health and care workers, such as specialist, therapists, technicians, social care etc. The information that is shared is to enable the other health and care workers to provide the most appropriate advice, investigations, treatments, therapies and or care. The LIFE service delivers community based care and support to individuals to enable them to remain in their home for as long as is practical. After a person agrees to a referral into the LIFE Service, necessary and relevant information about the person, their circumstances and their problem will need to be shared with other care and support workers, such as specialists, therapists, technicians, social care etc. The information that is shared is to enable the other health and care workers to provide the most appropriate advice, investigations, treatments, therapies and / or care.</p>
<p><b>4) Lawful basis for processing</b></p>	<p>The processing of personal data in the delivery of direct care and for providers’ administrative purposes in this surgery and in support of direct care elsewhere is supported under the following Article 6 and 9 conditions of the Data Protection Act 2018/GDPR:</p> <p><i>Article 6(1)(e) ‘...necessary for the performance of a task carried out in the public interest or in the exercise of official authority...’.</i></p> <p><i>Article 9(2)(h) ‘necessary for the purposes of preventative or occupational medicine for the assessment of the working capacity of the employee,</i></p>

	<p><i>medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services...”</i></p> <p>We will also recognise your rights established under UK case law collectively known as the “Common Law Duty of Confidentiality”*</p> <p>Where processing occurs for the National Fraud Initiative the conditions for processing are Article 6(1)e (above) and</p> <p><i>Article 9(2)g ‘processing is necessary for reasons of substantial public interest, on the basis of Union or Member State Law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.</i></p>
<p><b>5) Recipient or categories of recipients</b> of the processed data</p>	<p>The data will be shared with health and care professionals and support staff in your GP practice and at hospitals, diagnostic and treatment centres who contribute to your personal care.</p>
<p><b>6) Rights to object</b></p>	<p>You have the right to object to some or all the information being processed under Article 21. Please contact either of the Controllers. You should be aware that this is a right to raise an objection, which is not the same as having an absolute right to have your wishes granted in every circumstance.</p>
<p><b>7) Right to access and correct</b></p>	<p>You have the right to see the data that is being shared about you. This is known as ‘the right of subject access’. You can make a request for this information from a provider.</p> <p>If your health or care provider holds information about you, and you make a subject access request they will:</p> <ul style="list-style-type: none"> <li>• Give you a description of it</li> <li>• Tell you why it is being held</li> <li>• Tell you who it could be shared with</li> <li>• Let you have a copy of the information in an intelligible form.</li> </ul> <p>If you would like to make a ‘subject access request’, you will need to contact your health or care provider’s Data Protection Officer in writing.</p>

	You have the right to access the data that is being shared and have any inaccuracies corrected. There is no right to have accurate medical records deleted except when ordered by a Court of Law.
<b>8) Retention period</b>	The data will be retained in line with the law and national guidance. <a href="https://digital.nhs.uk/article/1202/Records-Management-Code-of-Practice-for-Health-and-Social-Care-2016">https://digital.nhs.uk/article/1202/Records-Management-Code-of-Practice-for-Health-and-Social-Care-2016</a> .
<b>9) Right to Complain.</b>	<p>You have the right to complain regarding the use and sharing of your data, if you think the information has been shared inappropriately. Each provider will have their own complaints process and you will need to contact them directly.</p> <p>You have the right to complain to the Information Commissioner's Office, you can use this link <a href="https://ico.org.uk/global/contact-us/">https://ico.org.uk/global/contact-us/</a></p> <p>or calling their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)</p> <p>There are National Offices for Scotland, Northern Ireland and Wales, (see ICO website)</p>

. \* "Common Law Duty of Confidentiality", common law is not written out in one document like an Act of Parliament. It is a form of law based on previous court cases decided by judges; hence, it is also referred to as 'judge-made' or case law. The law is applied by reference to those previous cases, so common law is also said to be based on precedent.

The general position is that if information is given in circumstances where it is expected that a duty of confidence applies, that information cannot normally be disclosed without the information provider's consent.

In practice, this means that all patient information, whether held on paper, computer, visually or audio recorded, or held in the memory of the professional, must not normally be disclosed without the consent of the patient. It is irrelevant how old the patient is or what the state of their mental health is; the duty still applies.

Three circumstances making disclosure of confidential information lawful are:

- Where the individual to whom the information relates has consented;
- Where disclosure is in the public interest; and

- Where there is a legal duty to do so, for example a court order.

### Appendix 1: List of Croydon GP Practice

If you would like to talk to your GP Practice's Data Protection Officer, please contact them via the details below:

Practice Name	Address	Telephone Number
Addington Medical Practice (Parkway Health Centre)	Parkway Health Centre New Addington  Croydon CR0 0JA	01689 849993
Addington Medical Practice (Gravel Hill Surgery)	7 Gravel Hill  South Croydon Croydon  CR0 5BG	020 8655 4013
Ashburton Park Medical Practice	416 Lower Addiscombe Road Addiscombe  Croydon  CR0 7AG	020 3714 6868
Auckland Surgery	84a Auckland Road Upper Norwood  London  SE19 2DF	020 8653 5146
Bramley Avenue Surgery	1B Bramley Avenue Coulsdon  CR5 2DR	020 8660 0193
Brigstock and South	141 Brigstock Road	020 8684 0033

Norwood Partnership	Thornton Heath CR7 7JN	
Brigstock Family Practice	83 Brigstock Road Thornton Heath  CR7 7JH	020 8689 7800
Broom Road Medical Practice	23 Broom Road  Shirley Croydon  CR0 8NG	020 8777 5511
Broughton Corner Medical Centre	87 Thornton Road Thornton Heath CR7 6BH	020 8683 1277
Castle Hill Surgery	1a Castle Hill Avenue New Addington CR0 0TH	01689 843636
Country Park Practice (Greenwood Group)	Woodside Health Centre  3 Enmore Road South Norwood  London  SE25 5NT	020 3764 0664
Denmark Road Surgery	Woodside Health Centre  3 Enmore Road  South Norwood  London  SE25 5NT	020 8654 8760
Dr B Baskaran & Partners	Parkway Health Centre  1 Parkway  New Addington Croydon  CR0 0JA	01689 808300

East Croydon Medical Centre	59 Addiscombe Road Croydon CR0 6SD	020 3657 4170
Edridge Road Community Health Centre	Impact House 2 Edridge Road Croydon CR0 1FE	020 3040 0800
Eversley Medical Centre	501 London Road Thornton Heath CR7 6AR	020 8684 1172
Fairview Medical Centre	69 Fairview Road  Norbury London  SW16 5PX	020 8765 8525
Friends Road Medical Practice	49 - 51 Friends Road Croydon CR0 1ED	020 8688 0532
Greenside Group Practice (Greenside Road)	88 Greenside Rd  Croydon CR0 3PN	020 8240 0072
Greenside Group Practice (Lennard Road)	26 Lennard Road  Croydon CR0 2UL	020 8680 2270
Haling Park Medical Practice	96 Brighton Road South Croydon CR2 6AD	020 8688 0875
Hartland Way Surgery	1 Hartland Way  Shirley Croydon  CR0 8RG	020 8777 7215
Keston Medical Practice	Purley War Memorial Hospital 856 Brighton Road Purley	020 8660 8292

	CR8 2YL	
Leander Family Practice	949 London Road Thornton Heath CR7 6JE	020 3457 8727
London Road Medical Practice	515 London Road Thornton Heath CR7 6AR	020 8684 2161
Mersham Medical Centre	30 Norbury Road Thornton Heath  CR7 8JN	020 8653 1869
Mitchley Avenue Surgery	116 Mitchley Avenue Sanderstead  South Croydon CR2 9HH	020 8657 6565
Morland Road Surgery	1 Morland Road Croydon  CR0 6HA	020 8688 0434
New Addington Group Practice - AT Medics (Fieldway Medical Centre)	15a Danebury  Fieldway New Addington  CR0 9EU	01689 841466
New Addington Group Practice - AT Medics (Headley Drive Surgery)	117a Headley Drive New Addington  Croydon CR0 0QL	01689 808160
New Addington Group Practice - AT Medics (Parkway Health Centre)	1 Parkway  New Addington Croydon  CR0 0JA	01689 808810
Norbury Health Centre	2b Pollards Hill North Norbury  London	020 8679 6591



	SW16 4NL	
North Croydon Medical Centre	518 London Road Thornton Heath CR7 7HQ	020 8665 4757
Northway Road Surgery	139 Northway Road Croydon CR0 6JJ	020 8654 3714
Old Coulsdon Medical Practice	2a Court Avenue Old Coulsdon  CR5 1HF	01737 558288
Parchmore Medical Centre	97 Parchmore Road Thornton Heath CR7 8LY	020 8251 4200
Parkside Group Practice	27 Wyche Grove South Croydon  CR2 6EX	020 8680 2588
Portland Medical Centre	184 Portland Road  South Norwood  London  SE25 4QB	020 8662 1233
Queenhill Medical Practice	31 Queenhill Road Selsdon South Croydon  CR2 8DU	020 8651 1141
Selhurst Medical Centre	27 Selhurst Road South Norwood  London SE25 5QA	020 8684 2010
Selsdon Park Medical Practice	97 Addington Road Selsdon South Croydon  CR2 8LG	020 8657 0067
Shirley Medical Centre	370 Wickham Rd	020 8684 2010

	Croydon CR0 8BH	
South Norwood Hill Medical Practice	103 South Norwood Hill South Norwood London  SE25 6BY	020 8771 0742
St James Medical Practice	189A St James's Road Croydon CR0 2BZ	020 8684 5353
Stovell House Surgery	188 Lower Addiscombe Road Addiscombe  CR0 6AH	020 8654 1427
The Addiscombe Road Surgery	395a Addiscombe Road Croydon  CR0 7LJ	020 8654 2200
The Birdhurst Medical Practice	1 Birdhurst Avenue South Croydon CR2 7DX	020 8686 2070
The Farley Road Medical Practice	53 Farley Road  Selsdon  South Croydon  CR2 7NG	020 8651 1222
The Farley Road Medical Practice (125 Holmbury Grove)	125 Holmbury Grove Forestdale  Croydon CR0 9AQ	020 8651 1222
The Moorings Medical Practice	2a Valley Road  Kenley CR8 5DG	020 3417 7565
The Whitehorse Practice	87 Whitehorse Road Croydon CR0 2JJ	020 8684 1162

Thornton Heath Medical Practice	Thornton Heath Health Centre 61a Gillett Road Thornton Heath CR7 8RL	020 8664 1590
Thornton Road Surgery – AT Medics	299 Thornton Road Croydon CR0 3EW	020 8683 1255
Upper Norwood Group Practice	130 Church Road Upper Norwood London SE19 2NT	020 8771 6050
Valley Park Surgery – AT Medics	Healthy Living Centre Franklin Way Croydon CR0 4YD	020 8251 9470
Violet Lane Medical Practice	231 Violet Lane Croydon CR0 4HN	020 8688 0333
Woodcote Medical	Purley Surgery 32 Foxley Lane Purley CR8 3EE	020 8763 5620
Woodcote Medical	Coulsdon Surgery 140 Chipstead Valley Road Coulsdon CR5 3BB	020 8763 5620