

Iskanderaeromedical Practice Privacy Notice (Scotland)

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1 Introduction

1.1 Policy statement

Iskanderaeromedical provide services to, and carry out tasks for, bodies associated with the health of aviation personnel. Iskanderaeromedical will use patient data for the following:¹

- Providing Medical examination information for Aviation employees to the Civil Aviation Authority (CAA)
- Protecting public health
- Screening and specialist services
- Supporting better decision-making
- Ensuring quality

1.2 Principles

Iskanderaeromedical has a data controller who has a legal duty, in line with the General Data Protection Regulation (GDPR), to explain why it is using client data and what data is being used. Similarly, Iskanderaeromedical has a duty to advise clients of the purpose of personal data and the methods by which patient personal data will be processed.

1.3 Status

Iskanderaeromedical aims to design and implement policies and procedures that meet the diverse needs of our service and ensuring that none are placed at a disadvantage over others, in accordance with the Equality Act 2010. Consideration has been given to the impact this policy might have in regard to the individual protected characteristics of those to whom it applies.

This document and any procedures contained within it are non-contractual and may be modified or withdrawn at any time. For the avoidance of doubt, it does not form part of your contract of employment.

1.4 Training and support

Iskanderaeromedical will provide guidance and support to help those to whom it applies understand their rights and responsibilities under this policy. Additional support will be provided to managers and supervisors to enable them to deal more effectively with matters arising from this policy.

¹ [How we use personal information NHS NSS](#)

2 Scope

2.1 Who it applies to

This document applies to all employees, partners and directors of Iskanderaeromedical. Other individuals performing functions in relation to the practice, such as agency workers, locums and contractors, are encouraged to use it.

2.2 Why and how it applies to them

Everyone should be aware of the practice privacy notice and be able to advise clients, what information is collected, how that information may be used and with whom Iskanderaeromedical will share that information.

The first principle of data protection is that personal data must be processed fairly and lawfully. Being transparent and providing accessible information to clients about how their personal data is used is a key element of the General Data Protection Regulation.

3 Definition of terms

3.1 Privacy notice

A statement that discloses some or all of the ways in which t Iskanderaeromedical gathers, uses, discloses and manages a client's data. It fulfils a legal requirement to protect a patient's privacy.

3.2 Data Protection Act 2018 (DPA18)

The Data Protection Act (DPA18) will ensure continuity by putting in place the same data protection regime in UK law pre- and post-Brexit.

3.3 Information Commissioner's Office (ICO)

The UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

3.4 General Data Protection Regulation (GDPR)

The GDPR replaces the Data Protection Directive 95/46/EC and was designed to harmonise data privacy laws across Europe, to protect and empower all EU citizens' data privacy and to reshape the way in which organisations across the region approach data privacy. The GPDR comes into effect on **25 May 2018**.

3.5 Data controller

The entity that determines the purposes, conditions and means of the processing of personal data.

3.6 Data subject

A natural person whose personal data is processed by a controller or processor.

4 Compliance with regulations

4.1 GDPR

In accordance with the GDPR, Iskanderaeromedical will ensure that information provided to subjects about how their data is processed will be:

- Concise, transparent, intelligible and easily accessible;
- Written in clear and plain language and free of charge

4.2 Article 5 compliance

In accordance with Article 5 of the GDPR, Iskanderaeromedical will ensure that any personal data is:

- Processed lawfully, fairly and in a transparent manner in relation to the data subject
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed
- Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the purposes for which it is processed, is erased or rectified without delay
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures

4.3 Communicating privacy information

At Iskanderaeromedical a privacy notice is displayed on our clinical examination room, through email correspondence on request, We will:

- Inform clients how their data will be used and for what purpose
- Allow patients to opt out of sharing their data, should they so wish

4.4 What data will be collected?

Iskanderaeromedical, will collect following data:

- Patient details (name email and mobile phone number)
- Medical notes (paper and electronic)
- Details of treatment and care, including medications

- Results of tests (pathology, X-ray, etc.)
- Any other client information

4.5 Opt-outs

Clients who wish to opt out of data collection should write to Mr LR SKinner Buisness Manager (iskanderame@mail.com) expressing their desire to opt out. Clients will be expected to verify their ID when requesting to opt out. The NSS stipulate that two of the following forms of identity are required when requesting to opt out:

- Copy of the identification/photographic page from a current passport
- Copy of the identification/photographic section of a current driving licence
- Copy of the identification/photographic section of a concessionary travel pass
- Copy of a recent utility bill or bank statement (with financial details blanked out)

4.6 Privacy notice checklists

The ICO has provided a privacy notice checklist which can be used to support the writing of the practice privacy notice. The checklist can be found by following this [link](#).

4.7 Privacy notice

Iskanderaeromedicals notice can be found at Annex A.

4.8 Summary

It is the responsibility of all staff at Iskanderaeromedical to ensure that clientd understand what information is held about them and how this information may be used. Furthermore, the Iskanderaeromedical must adhere to the DPA18 and the GDPR, to ensure compliance with extant legal rules and legislative acts.

4.9 Annex A – Practice privacy notice

Iskanderaeromedica has legal duty to explain how we use any personal information we collect about you, as a of iskanderaeromedical Staff at iskanderaeromedical maintain records about your health and the results of your aviation medical you receive in electronic and paper format.

What information do we collect about you?

We will collect information such as personal details, including name, address, records of appointments, telephone calls mobile number email address, your aviation medical records and medications, test results, X-rays, etc. and any other relevant information to enable us to deliver effective aviation medical care.

How we will use your information

Your data is collected for the purpose of providing aviation medical fitness or unfitness; however, we can disclose this information if it is required by law, if you give consent or if it is justified in the public interest. iskanderaeromedical may be requested to support research; however, we will always gain your consent before sharing your information with medical research databases.

Processing your information in this way and obtaining your consent ensures that we comply with Articles 6(1)(c), 6(1)(e) and 9(2)(h) of the GDPR.

Maintaining confidentiality and accessing your records

We are committed to maintaining confidentiality and protecting the information we hold about you. We adhere to the General Data Protection Regulation (GDPR), the NHS Codes of Confidentiality and Security, as well as guidance issued by the Information Commissioner's Office (ICO).

Retention periods

In accordance with the NHS Codes of Practice for Records Management, your healthcare records will be retained for 10 years after death, or if a patient emigrates, for 10 years after the date of emigration.

What to do if you have any questions

Should you have any questions about our privacy policy or the information we hold about you, you can:

1. Contact the practice's data controller via email at iskanderame@mail.com iskanderaeromedical is the data controller for the data they hold about their clients² . Please note however, that we do hold data on clients that is directly taken from hospitals and other healthcare departments and are not responsible for the content of this correspondence. In inaccuracies should be directed to the originator.
2. Write to the data controller at iskanderame@mail.com
3. Ask to speak to the Business Manager, iskanderame@mail.com

Complaints

In the unlikely event that you are unhappy with any element of our data-processing methods, you have the right to lodge a complaint with iskanderaeromedical or the ICO. For further details, visit ico.org.uk and select 'Raising a concern'.

Changes to our privacy policy

We regularly review our privacy policy and any updates will be published on our website, and on posters to reflect the changes.

² [BMA GPs as data controllers under the GDPR](#)