

Eye Clinic, Bradford School of Optometry & Vision Science

Privacy Notice

During all patient consultations within the Eye Clinic personal and medical details need to be obtained to ensure a full and accurate record can be made. These details are then collated and stored for the purpose of teaching, research and to retain accurate information for any required follow up visits. The information is also used for the purpose of referring a patient for further investigation or for information for their GP

Under what legal basis does the processing of my personal data take place?

The General Data Protection Regulation (GDPR) as enshrined into UK law by the Data Protection Act 2018 provides for a number of different legal bases under which processing of personal data may take place. In this case, the following bases apply:

Necessary for compliance with a legal obligation to which the University is subject:

To comply with the Professional Standards of the General Optical Council we must keep full and accurate patient records.

<https://www.optical.org/en/Standards/>

For patients visiting the clinic for visual electrodiagnostic testing, the service must comply with the Care Quality Commission (CQC) requirements for patient record keeping and data protection.

<http://www.cqc.org.uk/guidance-providers/regulations-enforcement>

Consent:

All patients are required to give consent at the beginning of their first appointment with us. A paper form will be given for them to read, ask any questions and then sign to give consent to the storing and use of their data for teaching and research purposes.

What categories of personal data are used?

- Personal details, including forms of contact, occupation and lifestyle information.
- Medical information.

Where do we get your personal data from?

Personal and medical information is taken from the patient by the practitioner throughout the consultation process.

Who else do we pass this information on to?

- healthcare, social and welfare organisations
- educators and examining bodies
- Referral to outside medical practitioners

Do we transfer the information overseas?

No

How long do we keep this information for?

For patients over 18 years of age records are kept for 10 years following their last visit.

For patients 18 years and under records are kept for 10 years since their last visit, or until their 25th birthday whichever comes later.

In the event of the death of either category of patient records will be kept for 10 years

What are your rights as a data subject?

As a person whose personal data we are processing, you have certain rights in respect of that personal data; you have the right:

- To access your personal data that we process;
- To rectify inaccuracies in personal data that we hold about you if it is inaccurate or incomplete;
- To request the deletion or removal of your personal data where there is no compelling reason for its continued processing;
- To restrict the processing of your personal data in certain ways;
- To obtain your personal data for reuse;
- To object certain processing of your personal data;
- To complain to the Information Commissioner's Office about the way in which we process your personal data.

Where can I get more information?

For more information please contact the University's Data Protection Officer, Matthew Stephenson, data-protection@bradford.ac.uk, University of Bradford, Richmond Road Bradford BD7 1DP

Written by:

Cheryl Swindells



Reviewed by DPO:	
Approved by:	
Date Approved:	
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