

## Privacy Notice

### – Hydroxychloroquine (HCQ) Monitoring Service

In 2017/18, the Royal College of Ophthalmologists (RCO) published guidance recommending that all patients on Hydroxychloroquine (HCQ) be monitored for retinal deterioration. It states that a baseline examination should be carried out initially and then annual monitoring after 5 years on treatment. Patients on HCQ with additional risk factors identified should be monitored annually after 1 year of treatment.

Please read this Privacy Notice carefully as it sets out the basis on which any personal data we process will be handled. This Notice sets out the types of personal data that we collect about you and will explain how and why your personal data is used. We will also explain how long your data will be kept and when, why and with whom your data may be shared.

The Notice sets out the legal basis we have for processing your personal data and explains the effects of refusing to provide the personal data requested. We will also explain the various rights and choices that you have when it comes to your personal data and how you can contact us.

#### What personal data do we collect about you and where from?

Information from your eye monitoring appointment (including your results and image files), your GP Practice and the Hospital Eye Service will be kept on a register of people prescribed HCQ to provide this service and monitor your needs and the quality of care provided. The register holds your full name, NHS number, gender, date of birth, ethnic group, phone numbers, correspondence addresses, and details of your Hospital Consultant and GP Practice, as well as details of your medical record related to your eye health.

#### Who do we share your personal data with?

The HCQ Monitoring Service will keep information about you and your HCQ eye care to ensure we deliver a safe and quality service. The register is maintained by InHealth Intelligence, a trading name of Health Intelligence Ltd, an NHS Business Partner contracted by the NHS to deliver this service.

#### Dispatch of Invitation and Result Letters

To send appointment and result letters, InHealth Intelligence use letter dispatch services provided by Synertec Ltd and UK Mail who securely print and dispatch our letters via Royal Mail business class. The letter information is only retained for a short period which allows printing and dispatch. Once dispatched, data is retained for 90 days to allow for monitoring of service performance and is deleted afterwards.

#### Gov.uk Notify Service

Gov.uk Notify provides a text messaging service which is used by InHealth Intelligence to send text messages to patients in relation to their appointments. To support this, your mobile telephone number and time/venue of HCQ monitoring appointments is shared with Gov.uk Notify. This data is used only for this purpose and is retained for a short period to allow for monitoring of service performance.

### How long do we keep your personal data for?

We will keep your information for the length of the contract we have with Southampton City CCG to supply the HCQ monitoring service. After this time, we will securely transfer your data and images to the new provider under instruction from Southampton City CCG, then delete all personal data in a secure manner.

### Who has access to your personal data?

The security arrangements that protect your privacy ensure that your data is only accessed by staff involved in the delivery of the HCQ Monitoring Service, and healthcare professionals involved in your care working for InHealth Intelligence or the NHS and only for the purposes of direct care.

### How will we communicate with you?

We will communicate with you via letter and text (SMS) message regarding your HCQ monitoring. If you wish to talk to us about your communication preferences, please call the Bookings Office.

### What legal basis do we have for using your information?

InHealth Intelligence have been commissioned by Southampton City CCG to deliver this service in support of your direct patient care. Patients are referred to the service via University Hospitals Southampton (UHS) and we will provide results back to UHS, your GP Practice and yourself.

### How do we protect your information?

We aim to ensure all personal data is held and processed in a secure way and we only let healthcare professionals who have a legitimate interest in your care access to your data. Examples of our security include:

- Encryption – meaning that the information is hidden so that it cannot be read without special knowledge (such as a password)
- Controlling access to systems and networks, this allows us to stop people who are not allowed to see your data from accessing it
- Controlling access for different user roles, so only certain data required for a specific role is accessible
- Training our staff to ensure they know how to responsibly and securely handle data including how and when to report if something goes wrong
- Regular testing of our technology including keeping up-to-date on the latest security updates.

No personal data will be transferred outside the UK.

### Can you access the information we hold?

Of course, please email the Data Protection Officer (details below) to request a Subject Access Request Form.

### Where can I get further information?

If you have any queries or concerns about how we handle your personal data, please contact:

**Mr Michael Pennington (Data Protection Officer)**

InHealth Intelligence, Unity House, Road Five, Winsford Industrial Estate, Winsford, Cheshire, CW7 3RB

Email: [dpo@inhealth-intelligence.com](mailto:dpo@inhealth-intelligence.com)

Telephone: 01270 765124

For independent advice about data protection, privacy and data sharing issues, the Information Commissioners Officer (ICO) are always happy to help:

Information Commissioner's Office

Wycliffe House, Water Lane

Wilmslow, Cheshire, SK9 5AF

Website: [www.ico.org.uk](http://www.ico.org.uk)

Telephone: 0303 123 1113 (local rate) or 01625 545 745 (national rate)