

Privacy Notice

This page describes how Oxford Plastic Surgical Services Limited (OPSS Ltd) uses and manages the information that it holds about individuals, including how the information may be shared with other healthcare providers.

OPSS Ltd uses personal information under the lawful basis of legitimate interest for the purpose of providing direct patient care and treatment. Processing of personal information is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services.

What information is held

OPSS Ltd keeps medical records about the health care and treatment it provides to individuals.

The information that is held includes:

- Identity details: name, date of birth, NHS no
- Contact details: address, telephone number, email address
- Insurance details: health insurance provider, membership number, claim number
- Details of clinic appointments
- Results of scans, x-rays or pathology tests
- Details of diagnosis and treatment given
- Information about any allergies or health conditions

By providing OPSS Ltd with these contact details, individuals are agreeing to OPSS Ltd using these channels to communicate with them about their healthcare requirements (e.g by post, telephone, mobile phone, text, email).

Who the information is shared with

Information may be shared with GP's, NHS Healthcare providers, non NHS Healthcare providers or Consultants in other medical specialities for the purpose of providing the appropriate and necessary healthcare to the individual.

Information may be disclosed to Health Insurance companies involved in providing healthcare to the individual.

Information may be disclosed to Solicitors involved in medical cases relating to the individual.

How long the information is held

Adult medical records are held for 8 years from discharge or last contact.

Children's medical records are retained from discharge or last contact until 25th birthday or if the individual was 17 at the conclusion of their treatment, until their 26th birthday.

Medical records in relation to personal injury claims are held for 6 years.

After these stated time periods, all records are destroyed in a confidential manner.

Raising a concern

Individuals who have a concern about the way their records have been managed should contact us at jeremybirchplasticsurgeon@gmail.com

Individuals have a right to access personal information about them that is held by OPSS Ltd.

OPSS Ltd is registered with ICO ref: Z2220035