**Mill Pharmacy Processing Activities Log**

**Last Reviewed: 8/22/2022 11:02:23 AM**

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| **Name of Processing Activity** | **Description** | **Categories of individuals** | **Categories of personal data** | **GDPR Lawful Basis - Personal Data** | **GDPR Lawful Basis - Spec Cat Data** | **DPA 2018 Exemption (Personal)** | **DPA 2018 Exemption (Sensitive)** | **Source of Data** | **Data includes Sensitive / Special Categories** |
| **REFERRALS, TEST RESULTS, DISCHARGE NOTICES** | Exchanging health information across the health and social care network to facilitate care for the individual | Patients | Contact Details, NHS No, DOB, Referral Reason, Supporting Clinical Information i.e. meds, allergies | 6 (1) (e) Public Task | 9 (h) Medicine | Sch 9 (5) (e) Public Task | Sch 10 (8) (1) Medical Purposes | Patient provides, practice generates internally, or other health / care providers provide | YES |
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| **Extended / Out of Hours Services** | External consultants access the practice record and provide details of consultation back to practice | patients | Contact Details, NHS No, DOB, Medication Details | 6 (1) (e) Public Task | 9 (h) Medicine | Sch 9 (5) (e) Public Task | Sch 10 (8) (1) Medical Purposes | Patient provides, generated internally or other health / care providers provide | YES |
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| **EPS** | Information is collated and shared for research purposes | patients | Varies depending on research programme | 6 (1) (e) Public Task | 9 (h) Medicine | Sch 9 (5) (e) Public Task | Sch 10 (8) (1) Medical Purposes | Patient provides, generated internally or other health / care providers provide | YES |
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| **CONFIDENTIAL WASTE DESTRUCTION** | Confidential waste is collected, transferred and destroyed or destroyed on site | staff, public, patients | Any hard copy confidential waste produced by the practice | 6 (1) (e) Public Task | 9 (h) Medicine | Sch 9 (5) (e) Public Task | Sch 10 (8) (1) Medical Purposes | Patient provides, generated internally or other health / care providers provide | YES |
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| **PCSE NOTES** | Movement of Patient records to Primary Care Support England | patients | Full Medical Record | 6 (1) (e) Public Task | 9 (h) Medicine | Sch 9 (5) (e) Public Task | Sch 10 (8) (1) Medical Purposes | Patient provides, generated internally or other health / care providers provide | YES |
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| **TELEPHONE RECORDING** | General calls to the surgery are recorded for training and monitoring purposes | patients, staff | Contact Details, Details of Conversation including health information | 6 (1) (e) Public Task | 9 (h) Medicine | Sch 9 (5) (e) Public Task | Sch 10 (8) (1) Medical Purposes | Those making or receiving calls. | YES |
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| **INVOICING FOR PATIENT NOTES / COPY RECORDS** | Invoices are sent to patients in relation to production of reports or notes | patients | Contact Details, Details of report required, cost | 6 (1) (e) Public Task | 9 (h) Medicine | Sch 9 (5) (e) Public Task | Sch 10 (8) (1) Medical Purposes | Patient provides, generated internally or other health / care providers provide | NO |
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| **DIGITAL DICTATION** | In-house dictation system to refer patient to another health or social care professional or service | patients | Contact Details, Health Information | 6 (1) (e) Public Task | 9 (h) Medicine | Sch 9 (5) (e) Public Task | Sch 10 (8) (1) Medical Purposes | Patient provides, generated internally or other health / care providers provide | YES |
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| **PATIENT ACCESS** | Patient access for online appointment booking, prescription requests and access to medical records | patients | Possibly Full Health Records | 6 (1) (e) Public Task | 9 (h) Medicine | Sch 9 (5) (e) Public Task | Sch 10 (8) (1) Medical Purposes | Patient provides, generated internally or other health / care providers provide | YES |
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| **INCIDENT MANAGEMENT** | Clinical, health and safety or information incidents are managed | patients | Contact Details, Health Information, Incident Info | 6 (1) (e) Public Task | 9 (h) Medicine | Sch 9 (5) (e) Public Task | Sch 10 (8) (1) Medical Purposes | Patient provides, generated internally or other health / care providers provide | YES |
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| **REMOTE WORKING** | Information is accessed remotely | patients | Possibly Full Health Records | 6 (1) (e) Public Task | 9 (h) Medicine | Sch 9 (5) (e) Public Task | Sch 10 (8) (1) Medical Purposes | Patient provides, generated internally or other health / care providers provide | YES |
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| **COMPLAINTS / PALS** | investigation and resolution of patient complaints | patients | Contact Details, Health Information, complaint information | Article 6 (1) (a) Consent | Article 9 (2) (a) Consent | Schedule 9 (1) Consent | Schedule 10 (1) Consent | Patient provides, generated internally or other health / care providers provide | YES |
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| **Managed Disclosure Service** | Records are sent to an offsite provider to fulfil disclosure requests such as SAR, Police, Firearms etc | Patients / service users | Possibly Full Health Records | Information Rights Obligations and other legislation such as AMRA | Information Rights Obligations and other legislation such as AMRA | Information Rights Obligations and other legislation such as AMRA | Information Rights Obligations and other legislation such as AMRA | Patient provides, generated internally or other health / care providers provide | YES |

**Operational Activities**

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| **Name of Processing Activity** | **Description** | **Categories of individuals** | **Categories of personal data** | **GDPR Lawful Basis - Personal Data** | **GDPR Lawful Basis - Spec Cat Data** | **DPA 2018 Exemption (Personal)** | **DPA 2018 Exemption (Sensitive)** | **Source of Data** | **Data includes Sensitive / Special Categories** |
| **Recruitment** | Applications are received and reviewed for recruitment purposes. Applicants are shortlisted and interviewed. | Public  Staff | Contact Details  DOB  Employment History  Health / Disability Information | 6 (1) (b) Contract | 9 (2) (a) Employment | Sch 9 (2) (b) Steps towards a contract | Sch 10 (1) Consent | Provided by individual | Possible |
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| **Payroll** | Employee data is processed to calculate and pay salaries | Staff | Contact Details  NI Number  Salary  Health / Disability Information | 6 (1) (b) Contract | 9 (2) (a) Employment | Sch 9 (2) (b) contract | Sch 10 (2) Employment | Provided by individual / HMRC | Yes |
| **Pension** | Employee data is processed to calculate and pay pensions | Staff | Contact Details  NI Number  Salary  Health / Disability Information | 6 (1) (b) Contract | 9 (2) (a) Employment | Sch 9 (2) (b) contract | Sch 10 (2) Employment | Provided by individual / HMRC | Yes |
| **Personnel File** | Records are compiled to maintain and develop the employment relationship | Staff | Contact Details  Recruitment information  Salary  Performance information  Sickness  Occupational health information | 6 (1) (b) Contract | 9 (2) (a) Employment | Sch 9 (2) (b) contract | Sch 10 (2) Employment | Provided by individual / Generated during employment | Yes |
| **Professional Training** | Healthcare professionals are trained and assessed | Staff | contact details, dietary needs, disabilities | 6 (1) (b) Contract | 9 (2) (b) Employment | Sch 9 (2) (a) Contract | Sch 10 (2) Employment | Provided by individual | Yes |
| **Mandatory Training** | Healthcare professionals are trained and assessed | Staff | contact details, dietary needs, disabilities | 6 (1) (b) Contract | 9 (2) (b) Employment | Sch 9 (2) (a) Contract | Sch 10 (2) Employment | Provided by individual | Yes |
| **Appraisals** | Staff performance is monitored and appraised | Staff | contact details, occupational health, performance, salary information | 6 (1) (b) Contract | 9 (2) (b) Employment | Sch 9 (2) (a) Contract | Sch 10 (2) Employment | Provided by individual | Yes |
| **DBS Checking** | Criminal records are checked for new employees | Staff | contact details, criminal record information, addresses, DOB | 6 (1) (b) Contract | 9 (2) (b) Employment | Sch 9 (2) (a) Contract | Sch 10 (2) Employment | Provided by individual | Yes |
| **References** | References are requested and provided for current and former staff members | Staff | contact details, employment information, salary, DOB | 6 (1) (b) Contract | 9 (2) (b) Employment | Sch 9 (2) (a) Contract | Sch 10 (2) Employment | Provided by individual | Yes |
| **Management of Website** | Personal data is collected via the organisation website | Customers, patients, public | Name, email address, contact details, free text queries, IP addresses | Consent or Legitimate Interests | Consent or Legitimate Interests | Consent or Legitimate Interests | Consent or Legitimate Interests | Provided by individual or collected automatically | NO |
| **CCTV** | Surveillance of practice areas to protect staff and visitors | Staff and visitors | audio images | 6 (1) (f) Legitimate Interests |  | Legitimate Interests |  | Captured automatically | Incidental |