



Privacy Notice

INFORMATION WE HOLD ABOUT YOU

Beehive Solutions' purpose is to provide Ultrasound services to patients referred to us by local Healthcare providers, such as the NHS, and ensure we provide the highest quality of healthcare.

To do this, we must keep records about you, your health and the care we have provided or plan to provide to you.

We hold information centrally which is used for statistical purposes and to allow the NHS to reimburse us for the diagnostic and screening services we provide for them. Examples of this include healthcare request we receive from the NHS or other Healthcare Provider and the ultrasound examination report and images created as a result of our work.

Our records may be electronic, on paper or a mixture of both, and we may use a combination of working practices and technology to ensure that your information is kept confidential and secure.

Beehive Solutions is committed to protecting your privacy. We will only use information collected lawfully in accordance with the Data Protection Act 1998 and undertake not to use any information we may hold about you for any purpose other than that for which it was collected, unless we have obtained your consent.

We may also use de-identified data for research, audit and public health purposes.

We do not routinely hold medical records, but may hold other personal information relating to complaints, investigations, requests you may make, continuing healthcare requirements, or reviews that we are carrying out on your behalf.

We will not share information about you for any reason unless:

- You ask us to do so
- Where a formal court order has been served on us
- In order to assist the police in the prevention and detection of crime
- To protect children and vulnerable adults, or
- For the health and safety of others.

We work with a number of other NHS and partner agencies to provide healthcare services to you. We may also share de-identified statistical information with them for the purpose of improving local services.

We also contract with other organisations to provide a range of services to us, for example holding and analysing the data we collect and for providing human resource services for our staff. In these instances we ensure that our partner agencies handle our information under strict conditions and in line with the law.

All **Beehive Solutions** staff have contractual obligations of confidentiality, enforceable through disciplinary procedures. Staff with access to patient identifiable information have received appropriate ongoing training to ensure they are aware of their responsibilities and staff are granted access to personal data on a need-to-know basis only.

We shall not send data collected abroad, and unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us with any third party without your consent.

The Care Record Guarantee is the NHS' commitment that all NHS organisations and those providing care on behalf of the NHS will use records about you in ways that respect your rights and promote your health and wellbeing. Everyone who works for the NHS or for organisations delivering services under contract to the NHS has to comply with this guarantee.

In return, we ask you to:

- Give us accurate information; and tell us as soon as possible if there are any changes, such as a new address. This helps us to keep your information reliable and up to date.

Each NHS organisation has a senior person responsible for protecting the confidentiality of patient information and enabling appropriate information sharing. This person is called the Caldicott Guardian, who in **Beehive Solutions** is: Mr Craig Smith.

If you have any questions or concerns regarding the information we hold on you or the use of your information, please contact us at:

Beehive Solutions
10a Highview Parade.
Woodford Avenue
Ilford. Essex
IG4 5EP

Tel: 020 8850 5108

Follow us on:

Twitter [@beeivesolutns](https://twitter.com/beeivesolutns)

Web: <http://www.beeivesolutions.co.uk/home>

For independent advice about data protection, privacy and data-sharing issues, you can contact the Information Commissioner at:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Phone: 08456 30 60 60 or 01625 54 57 45

Fax: 01625 524 510 Website: www.ico.gov.uk