# Declan J P Cahill FRCS Consultant Urological Surgeon

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## **Declan Cahill Ltd: Privacy Policy**

Information for patients making appointments to see Mr Declan Cahill

This policy explains how we use your personal information.

#### Your information

We will ask you for your personal details (name and date of birth) as well as contact details (home address, home telephone, mobile number and email) when booking an appointment for you.

We use this information to manage your healthcare. We may need to be able to get hold of you to give you information and it is important that you are happy to be contacted by us on the contact details you provide us bearing in mind the confidential nature of medical care. It is occasionally important to be able to contact you quickly. By default we will send all correspondence to you via encrypted email unless you specify otherwise by filling in our consent form.

## Sharing your information

Our normal practice is to write to your GP after your appointment to update them on your care. We may share your information with other clinicians if you need to be referred on, however this will be discussed with you.

At times, Declan Cahill Ltd uses external secretarial services for typing work and very occasionally a debt collection agency. Details may be passed to these agencies.

If you are using an insurance company policy to see Mr Cahill, administrative data (names etc) will be used for billing. However, no clinical information about your care will be passed on without your consent. If an insurance company contacts us for information and you haven't given prior consent, we will pass the report to you, the patient. It will then be up to you to decide if you wish to forward it to them. However please note, failure to provide your insurer with information they require could result in their refusal to pay for your treatment leaving you liable for the costs.

## How long do we store your data?

As patients may need their medical history at a later date, we keep your information on our secure system. This will continue until Mr Cahill ceases practising at which time the notes will be dealt with in line with practice guidelines.

# Your rights

You can ask to see the information we hold on you.

You can specify how you would like us to contact you.

You can withdraw your consent to be contacted in that way at any time. Please contact Mr Cahill's secretary if you would like to make these changes.

If you are unhappy with how your data has been handled, you are able to complain to the ICO.

#### Contact us

Data management is the responsibility of Declan Cahill. For any queries regarding data management you can contact him via the practice:

Email: dcahillsec@hcaconsultant.co.uk

Telephone: 020 7407 4073