

Collection of (service users') Personal Data

Southern Ultrasound performs services on behalf of Frimley Health NHS Foundation Trust.

In the performance of our duties, our staff receive access to personal and confidential information related to the patients referred to us. This information may include, but is not limited to:

- | | | |
|-----------------|------------------|--------------------------|
| • Name | • Marital Status | • Ethnicity |
| • Address | • Religion | • Medical History |
| • Date of Birth | • Contact Number | • Current Medical Issues |
| • Gender | • Email Address | • Medical Examinations |

All though **Southern Ultrasound** and its staff receive access to this personal and confidential information, it is accessed and stored on devices owned and operated by Frimley Health NHS Foundation Trust, not ourselves.

Southern Ultrasound does NOT routinely collect or retain any of our Service Users personal or confidential information.

All data retained arising from our work, for example related to the volume & breakdown of work performed, is anonymised during collection and retention.

The only current exception to this is in when services are provided to Private Patients referred by one of the Frimley Health NHS Foundation Trust's Consultant staff, in which case patient details and examination results are retained on a secure password-protected, encrypted hard drive to ensure correct billing for the services provided. After invoice payment, the records are securely deleted.

There may be additional exceptions to the above statement in specific cases in the future. In such cases the Service User or their representative will be made aware of exactly what information is being retained and the purpose (and, if known, duration) of such retention; and the information will only be retained with their express permission.

**This document will be available via the Company's website,
and updated when any change is required**

Statement Created: 09/10/2018

Last Reviewed (Annually): 21/06/19



Kevin Rendell.

Director