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| Data Controller contact  details | St Ann’s Hospice  St Ann’s Road North  Heald Green  Cheadle  Cheshire  SK8 3SZ |
| Data Protection Officer | dataprotectionofficer@sah.org.uk |
| Purpose of the processing | Direct patient care. |
| Lawful basis for processing | Under the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018 all organisations need to identify a Legal Basis for Processing when dealing with personal information. St Ann’s Hospice Legal Basis for Processing our patients information is:  Personal Data - Article 6(1)(e)  “processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;”    Special Category Data - Article 9(2)(h)  “processing is necessary for the purposes of medical diagnosis, the provision of health or social care or treatment. |
| Recipient or categories of recipients of the shared data | All information about patients, both clinical and demographic, are recorded in their hospice electronic record. That information is then available to St Ann’s staff caring for the patient and other healthcare providers involved in the care of the patient.    EMIS Health Ltd acts as the data processor for this information, hosting the patient records database at their secure servers in Leeds. Please see EMIS Health Ltd privacy notice.  <https://www.emishealth.com/legal/> |
| Rights of the Data Subject | All data subjects have various rights under GDPR and DPA 2018. These rights will vary depending upon the legal basis for processing the information. The Rights of the data subject are:  Right of access by the data subject  Right to rectification  Right to erasure ('right to be forgotten')  Right to restriction of processing  Right to data portability  Right to object and automated individual decision-making  Right to object |
| Retention period | Adult health and social care records will be retained for 8 years following discharge, death or patient last seen.  In the case of any mental health records these will be retained for 20 years or 8 years after the patient has died.  [http://systems.hscic.gov.uk/infogov/iga/rmcop16718.pdf](https://webarchive.nationalarchives.gov.uk/20160729133648/http:/systems.hscic.gov.uk/infogov/iga/rmcop16718.pdf) |
| Right to Complain | You have the right to complain to the Information Commissioner’s Office, you can use this link<https://ico.org.uk/global/contact-us/>    or calling their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)  There are National Offices for Scotland, Northern Ireland and Wales, (see ICO website) |