

## Privacy and Information Safety

Under the General Data Protection Regulations, all organisations involved in an individual's care have a duty to ensure that information held about them is accurate, up-to-date and kept secure at all times.

All staff within Sirona has a duty to abide by our data protection policy and acceptable use of data policy.

## How long do we keep your information?

All records we hold are subject to the Records Management Code of Practice for Health and Social Care Act 2016 (the Code). The Code sets out best practice guidance on how long we should keep your information before we are able to review and securely dispose of it.

## How can I access the information you hold about me?

You have a right to see the information we hold about you, both on paper or electronic, except for information that:

- Has been provided about you by someone else if they haven't given permission for you to see it
- Relates to criminal offences
- Is being used to detect or prevent crime
- Could cause physical or mental harm to you or someone else

Your request must be made in writing and we will request proof of identity before we can disclose personal information.

All applications for access to records must be made in writing or email, and forwarded to:

Data Protection Officer  
Sirona care & health  
Kingswood Civic Centre (2nd Floor)  
High Street, Kingswood  
South Gloucestershire BS15 9TR

Email: [informationgovernance@sirona-cic.org.uk](mailto:informationgovernance@sirona-cic.org.uk)



### For more information / Accessibility

t: 0300 124 5300\*

This leaflet can be provided in other formats and languages, please contact us for more information.

e: [askSirona@sirona-cic.org.uk](mailto:askSirona@sirona-cic.org.uk)

w: [www.sirona-cic.org.uk](http://www.sirona-cic.org.uk)



@sironacic



/SironaCIC

\*Calls from landlines are charged up to 10p per minute; calls from mobiles vary, please check with your network provider. This is not a premium-rate number.

Date of creation: January 2020. Date of review: January 2022.  
URN: 477

Registered Office:

Sirona care & health CIC, 2nd Floor, Kingswood Civic Centre  
High Street, Kingswood, Bristol BS15 9TR  
Company Number: 07585003



# EMIS Record Sharing



## Information for you

Service provided by

Sirona care & health

## Introduction

Sirona care & health uses an electronic record system called EMIS which is also used by a number of other care organisations such as GP Practices.

This means that we have the opportunity to share individual information electronically, where appropriate to the care you are receiving, and where you have agreed for us to do so.

This leaflet explains the principles of record sharing and how you can either agree or disagree to share your electronic patient record.

## Principles

The Health Professional working with you will only ask to see information held about you by other organisations where they feel it will improve the care they can give you. Whenever possible, they will ask for your consent prior to viewing your shared record. If consent cannot be asked the Sirona employee will have to record the reason for access prior to viewing your shared record and this is recorded in the EMIS system.

Agreeing to share information only makes it visible to those services with whom you have also agreed to share. This is done by local data sharing, an agreement between Sirona and other organisations such as your GP. This makes your record available to other organisations.

## What you will be asked when referred to a Sirona care & health service

### EXAMPLE

*“Do you consent for Sirona to share information recorded about you with your GP that use EMIS and are either currently, or have previously, been involved in your care?”*

If you answer YES, The GP will be able to view information recorded about you by Sirona that use EMIS and are either currently, or have previously been, involved in your care, but if you answer NO, they will not.

## Benefits

Sharing your individual record enables:

- **Quick access to relevant information which leads to fewer delays in the provision of care.**
- **Information held about you to be up-to-date and consistent.**
- **Improved communication between healthcare organisations involved in providing your care.**
- **Greater accuracy with a reduced risk of critical information, such as allergies, being missed.**
- **More efficient use of clinical and administrative time with less doubling-up.**

The types of information we keep about you on our Emis clinical system are:

- **Your name, address, date of birth**
- **Why you need care and treatment**
- **When and where and who you have been seen by**
- **What happens when you have contact with a Sirona employee**
- **Test results**
- **Treatment plans**

You can change your mind about sharing your information at any time.

If you choose not to share your record, this will mean other organisations such as your GP will not be able to see any information recorded by Sirona.

This information includes visits performed by a Sirona staff member, documents or messages passed on from other organisations such as hospitals, treatment plans etc.