

Learning Disability Register Reconciliation Project

(Practice Name) is participating in a Learning Disability Register Reconciliation Project with Springfield Park Primary Care Network (PCN) and local NHS and health and care partners. The purpose of this project is to improve the accuracy of our Learning Disability Register and help ensure that patients receive appropriate care, support, and reasonable adjustments.

Why We Use Your Information

We may review information held within your GP record to identify patients who:

- Have a learning disability but are not currently recorded on the GP Learning Disability Register.
- May have inaccurate, incomplete, or outdated coding relating to a learning disability.
- May be eligible for an NHS Annual Learning Disability Health Check.
- Require reasonable adjustments to support access to healthcare services.

Accurate recording helps ensure patients receive the right care, support, communication, and access to services.

What Information We May Use

We will only use the minimum information necessary for this project, which may include:

- NHS number
- Name
- Date of birth
- GP practice details
- Learning disability-related clinical codes
- Learning Disability Register status
- Limited demographic information where necessary to support identification and reconciliation

This information is already held within your GP record.

How We Use Your Information

Authorised staff may review patient-level information to determine whether patients are correctly included on the Learning Disability Register.

This may involve comparing information held within the GP record with information provided by authorised NHS and local authority partners where there is a lawful basis for doing so.

Where a discrepancy is identified, the Practice may review and update the patient's clinical record where clinically appropriate.

No automated decision-making or profiling is used as part of this project. Any amendments to patient records will be reviewed and completed by appropriately authorised staff members.

Who We May Share Information With

For the purposes of this project, information may be shared, where necessary and proportionate, with:

- Homerton Healthcare NHS Foundation Trust Learning Disability and Autism Services
- Other authorised health and care professionals involved in the Learning Disability Register Reconciliation Project

Information will only be shared where necessary to support direct care, improve the accuracy of GP records, and ensure eligible patients receive appropriate services.

Information will never be sold or used for marketing purposes.

Lawful Basis for Processing

Processing of personal data for this project is carried out under:

- **Article 6(1)(e) UK GDPR** – Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority.
- **Article 9(2)(h) UK GDPR** – Processing is necessary for the provision or management of health and social care services.

The common law duty of confidentiality is satisfied through the use of information for direct care purposes and the management of health and care services.

How We Keep Your Information Safe

We protect your information through:

- Secure NHS-approved systems
- Role-based access controls
- NHS Smartcards or approved secure authentication
- Access restricted to authorised staff
- Audit logging and monitoring
- Secure NHS communication systems
- Staff confidentiality obligations
- Mandatory Information Governance and Data Protection training

How Long We Keep Information

Patient information forms part of the GP record and is retained in accordance with the NHS Records Management Code of Practice.

Any temporary reconciliation files created for the project will only be retained for as long as necessary to complete the work and will then be securely deleted.

Where project reporting is required, information will be anonymised or aggregated wherever possible.

Your Rights

You have the right to:

- Be informed about how your information is used.
- Access your personal information.
- Request correction of inaccurate information.
- Object to certain types of processing.
- Request restriction of processing in certain circumstances.
- Raise concerns about how your information is being used.

Further information about your data protection rights can be found within this Privacy Notice or by contacting the Practice Manager or the Practice Data Protection Officer.