

## How we keep your personal information safe:

### We have a duty to:

- Maintain full and accurate records of the access we have to your personal information;
- Keep records about you confidential, secure and accurate;
- Provide information in a format that is accessible to you (e.g. in large type if you are partially sighted).

We **will not** keep or share information that identifies you for any reason.

We may access your Information. We have robust policies in place to protect them. This is outlined in our Data Security Policy.

Please speak to us if you have any concerns.

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Maritime Way

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Southampton

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SO14 3AE

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Phone: 0345 257 0834

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E-mail address: [info@medilogicuk.com](mailto:info@medilogicuk.com)

If you require this information in a different format, or if you would like more information, please contact us.



# Keeping Your Information Safe!

This leaflet explains:

- How we keep your personal information safe
- Who we share information with and why
- How we use your information
- How you can access your records
- Your rights

## Why we collect information about you:

We do not collect any information about you directly but may have access to your personal data as part of our support of the Methasoft system used by your care Organisation.

## Sharing your information:

To share your information we must have a lawful reason to do so. Generally this is because we have a legal obligation.

We may securely share your information with:

- Health and Care professionals who use our system

They may need to use your records to:

- Provide system functionality to dispense your medication accurately and to support the correct application of our system in use;
- Help investigate any concerns or complaints you or your family have

about our system provision and its part in your care.

Anyone who receives information from us also has a legal duty to keep it confidential.

## Your rights:

We promise you that we will:

- Discuss and agree what we record about you;
- Give you access to your records;

You have specific rights under the Data Protection Act 2018, GDPR, the Human Rights Act 1998 and the common-law duty of confidentiality. The Disability Discrimination and the Race Relations Acts may also apply.

You have the right to ask for a copy of all records about you. If you think anything is inaccurate, please let us know.

We are committed to being transparent and accountable for how we use your information. If you have any concerns or questions please contact us.

There is more information available in our privacy notice.  
<http://www.medilogicuk.com/privacy-policy/>