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| branch of a tree  | **REDWOOD PRACTICE**Dartford West Health CentreTower RoadDartfordKent DA1 2HA |
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|  | Fax: 01322 292282 |
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**How we use your medical records**

**Important information for patients**

* This practice handles medical records in-line with laws on data protection and confidentiality.
* We share medical records with those who are involved in providing you with care and treatment.
* In some circumstances we will also share medical records for medical research, for example to find out more about why people get ill.
* We share information when the law requires us to do so, for example, to prevent infectious diseases from spreading or to check the care being provided to you is safe.
* You have the right to be given a copy of your medical record.
* You have the right to object to your medical records being shared with those who provide you with care.
* You have the right to object to your information being used for medical research and to plan health services.
* You have the right to have any mistakes corrected and to complain to the Information Commissioner’s Office. Please see the practice privacy notice on the website or speak to a member of staff for more information about your rights.
* For more information ask at reception for a leaflet OR visit our website [www.redwoodpracticedartford.co.uk](http://www.redwoodpracticedartford.co.uk)
* Our Subject Access Request Form can be found on our practice website or collected from reception.
* Our Privacy Notices can be viewed on our practice website.