

PRIVACY NOTICE

This purpose of this Privacy Notice is to give you information on how Island Health Services and Family Practice Group, which are a part of the Argus Group, in the islands of Bermuda, handle your personal information.

We understand that your personal information is important to you and wish to reassure you that the protection of your privacy and the confidentiality of your personal information are of paramount concern to Island Health Services, the Family Practice Group, and the Argus Group.

The personal information you provide may:

- be used lawfully, fairly and in a transparent way
- be collected only for specified and legitimate purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
- adequate, relevant and limited to what is necessary in relation to the purposes we have told you about;
- accurate and kept up to date;
- not kept in a form which permits your identification for longer than necessary and kept only as long as necessary for the purposes we have told you about;
- kept securely.

COLLECTION OF INFORMATION

Personal information and data that is collected by Island Health Services and Family Practice Group consists of voluntarily submitted personal information that is required for the purposes of providing local and overseas medical and nursing care to you. This personal data will never be used without your permission and is only collected for specified and legitimate purposes that we have clearly explained to you and is not used in any way that is incompatible with those purposes.

Personal Data does not include data where the identity has been removed (anonymous data).

We also collect, use, and share aggregated data such as statistical or demographic data for any purpose. Aggregated data may be derived from your Personal Data but is not considered personal data in law as this data does not directly or indirectly reveal your identity. However, if we combine or connect aggregated data with your Personal Data so that it can directly or indirectly identify you, we treat the combined data as Personal Data which will be used in accordance with the law.

YOUR DUTY TO INFORM OF CHANGES

It is important that the personal information that Island Health Services and Family Practice Group holds about you is accurate and current. Please keep us informed if your personal information changes while you are receiving care.

DATA RETENTION

We will retain your Personal Information for at least 6 - 7 years (as required by legislation related to health professional Standards of Practice) and for as long as it is necessary in connection with providing medical and nursing care to you.

We will keep your Personal Information while your account with us is active or until such time as you ask us to stop communications with you unless we need to keep the information for longer.

THE PRIVACY OFFICER

We have an appointed Privacy Officer who is responsible for overseeing questions in relation to this privacy notice and other relating queries or issues relating to the Personal Information held by the medical practices.

If you have any questions related to this Privacy Notice including access to, rectifying, blocking, erasing or destroying your personal information, you can contact the Privacy Officer: Ms. Kimberley D. Caines-Best on dpo@argus.bm.