

### **What information we hold for the purposes of billing**

In order to function as a business and for the management of our medical services it is necessary for the Healthcare Group to hold and process some of your information for the purposes of billing.

The data is processed for the 'legitimate interests of our business' or 'for the conclusion or performance of a contract'

This information is held securely and retained in accordance with our policy on the Management and Retention of Records.

This information may include your:

Title, name and address

Date of birth

Gender

Social security number

Email and phone numbers

Patient ID number

Insurance provider and membership number

If you are supported by the States of Guernsey, we may also hold a claim number for this.

Some of this information may be shared with the Office for Employment and Social Security in order to claim a grant contribution towards your consultation if you are eligible to receive this payment.

For further information on how we process your information and your rights as a patient please read our 'Privacy Notice' which is displayed at all of our surgeries. Additional information can also be downloaded from the 'Privacy Centre' of our website [www.healthcare.gg](http://www.healthcare.gg)