

What information we collect about you

To make sure you receive the best possible care, records are kept about your health and any treatment we provide. This includes

- Basic details about you, such as address and next of kin.
- Contacts we have had with you, such as clinic visits
- Notes and reports about your health and any treatment and care you need.
- Details and records about the treatment and care you receive.
- Results of investigations, such as X-rays and laboratory tests.
- Relevant information from other health professionals, relatives or those who care for you and know you well.

How your records are used

- To manage the care you receive.
Those involved in your care need accurate and up to date information to assess your health and decide what care you need. The information may also be needed if you see another doctor, or are referred to a specialist or another part of the NHS
- look after the health of the general public
- pay your GP, dentist and hospital for the care they provide
- audit NHS accounts and services
- investigate complaints, legal claims or untoward incidents
- make sure our services can meet patient needs in the future
- prepare statistics on NHS performance
- review and assess the care we provide to ensure it is of the highest standard
- teach and train healthcare professionals
- conduct health research and development

For purposes other than your direct care, we try to use anonymous data when possible.

How we keep your records confidential

Everyone working for the NHS has a legal duty to keep information about you confidential.

You may be receiving care from other people as well as the NHS (like Social Services). We may need to share some information about you so we can all work together for your benefit.

We will not share your information with others without permission unless there are exceptional circumstances, such as when the health or safety of others is at risk or where the law requires information to be passed on.

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

We are required by law to report certain information to the appropriate authorities. Occasions when we must pass on information include:

- notification of new births
- infectious diseases that may endanger the safety of others e.g. meningitis or measles

Please note that information passed on about sexually transmitted infections is anonymous. However, as required by law, personal details will be passed on for cases of infectious hepatitis.

- where a formal court order has been issued

Who our partner organisations are

The principal partner organisations, with whom information may be shared:

- Health and Social Care Information Centre
- NHS Acute Trusts
- General Practitioners (GP)
- Ambulance Services

Your information may also, subject to strict agreements describing how it will be used, be shared with:

- Social Services
- Education Services
- Local Authorities
- Voluntary Sector Providers
- Private Sector Providers

If you would like a large print version of this leaflet please ring any of the Trusts detailed above.

How you can get access to your own health records

The Data Protection Act 1998 allows you to find out what information is held on computer and in certain manual records about you. This right applies to your health records. If you want to see them you should make a written request to the NHS organisations where you are being, or have been, treated.

Further information

If you would like to know more about how we use your information or if, for any reason, you do not wish to have your information used in any of the ways described in this leaflet please speak to the health professionals concerned with your care.

If you require independent advice you may contact:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel. 01625 545700

YOUR INFORMATION

Our key to your best health care