

## Education and research

Whilst always safeguarding confidentiality your information can also help us in:

- Training and educating staff. You may be asked if you wish to be personally involved
- Research approved by the Local Research Ethics Committee. You may be asked if you wish to be personally identified or involved
- Clinical audit and other work to monitor the quality of care provided

Your information is sometimes passed for entry into national registers such as diabetic, cancer register, transplant databases and other national and local databases held about various illnesses.

## Useful Contacts:

**Jonathan Howes**  
Caldicott Guardian  
☎ 01935 384520

**Richard Hale**  
Data Protection Officer  
☎ 01935 384800

**Karen Carter**  
Medical Records & Information  
Governance Manager  
☎ 01935 384396

**Yeovil District Hospital Foundation Trust**  
Higher Kingston  
Yeovil  
Somerset BA21 4AT  
☎ 01935 475122

**Information Commissioner**  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Further information can be found in The Care Record Guarantee. This can be viewed at:  
[www.nigb.nhs.uk/guarantee](http://www.nigb.nhs.uk/guarantee)

If you need this leaflet in another format e.g. large print, please telephone 01935 384256



## The Protection and Use of Patient Information

[www.yeovilhospital.nhs.uk](http://www.yeovilhospital.nhs.uk)

## Why do we keep patient information?

We ask you for information about yourself so that you can receive appropriate care and treatment. We keep this information together with details of your care, because it may be needed if we see you in the future.

Some of this information **may** be used for other reasons for example:

- To help us protect the health of the public
- To see the NHS is run efficiently
- To plan services for the future
- To monitor the way public money is spent
- To educate and train future clinical staff
- To carry out medical and other health research

## Keeping your information confidential

Everyone working for the NHS has a legal duty to maintain the highest level of confidentiality. The Trust has a Staff Code of Confidentiality, which means that only relevant information is shared with people involved in your care for example:

- Your GP Practice
- Local NHS Trusts
- Social Services
- NHS Walk-In Centres

Information can also be shared with relatives, partners or friends who act as a carer for you but **only** with your consent. Consent can **only** be over-riden if justified through risk or if required by law.

Information shared with different organisations is passed securely and kept confidential by the people who receive it. We only pass on information about you which is necessary for your care and treatment.

## What are my rights as a patient under the Data Protection Act 1988?

As a patient the Data Protection act gives you the right:

- To see information held about you
- Seek compensation if you suffer damage due to the way your information is used
- Ask for a record to be corrected if you believe written information is wrong

We may not give you confidential information about other people, or information that a healthcare professional considers likely to cause serious harm to the physical or mental health of you or someone else.

## How can I access my Health Records?

You will need to request access to your information in writing and complete an Application for Access to Health Records form, which can be obtained from the Patient Advice and Liaison Service (PALS) or Medical Records Management, Level 3, Yeovil District Hospital.

## What happens next?

The Health Records Officer will deal with your request. There *may* be an administration charge of up to £50 depending on the size and complexity of the request. This fee will need to be paid before you receive the information you have requested. Once this has been paid, your request will be handled within 40 days.

## Sharing your information without consent

Although the guiding principle is that your information is held in strict confidence, there are some circumstances where the Law requires us to pass on information for example:

- To prevent risk to yourself and others
- Investigation or prevention of serious crime
- Control of infectious diseases
- Notification of new births
- Formal Court Order

## Information for Managing and Planning

Where necessary, patient data is shared with other NHS organisations, such as the Department of Health. This enables the NHS to monitor and plan services according to local population.

We may also contact you from time to time to invite your help in promoting public relations in connection with the services of the hospital.

The NHS Register of England and Wales contains basic personal demographic details, such as name, address and date of birth, of all patients registered with a General Practitioner (GP)

Data held centrally is not used to make any decisions about the treatment or care you receive from your healthcare provider.