CONSENT TO SHARE INFORMATION FORM

Please discuss this form or any queries you may have with your care professional at your clinical assessment appointment.

Please think about whether you will give permission (your consent) to share your information where it is in your best interests.

If you have any further questions please phone the Patient Advice and Liaison Service (PALS) on 0800 085 7935

I have received a copy of the “Your Information - What you need to know” leaflet and have considered the options below.

I, confirm that I give Essex Partnership University NHS Foundation Trust my permission to share any information about me, where it is in my best interests, as follows:

Please tick box:

<table>
<thead>
<tr>
<th>To any organisation Essex Partnership University NHS Foundation Trust consider it in my best interests to do so. Such as Social services, General Practitioner, Benefits Agency, Probation, Police, Court Officials, Housing Department, Education Department, Legal Representatives.</th>
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<tbody>
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<td>To the following people – please tick all relevant boxes and please name</td>
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<p>| Next of Kin |
| Nearest Relative |
| Substantive (Main) Carer |
| Carer |
| Family |
| Others |</p>
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<th>Are there any exceptions or do you have any specific wishes not covered above</th>
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<th>Patient Signature</th>
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<th>For completion by Care Professional</th>
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<td>Has Patient got Capacity</td>
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SHARING INFORMATION (Guidance for Patients)

Respecting Your Confidentiality
Essex Partnership University NHS Foundation Trust pledges to respect your confidentiality at all times. This is your right under the law.

This leaflet talks about your health and social care records and the information we hold about you (names, address, date of birth, ethnicity and so on) called personal information.

Our Pledge
Our pledge to you means that
- If a health or social care professional needs to see your records for your treatment they will not pass on any information they read to any unauthorised person
- We will seek your permission if an outside organisation asks to see your records
- We will not pass on any personal information (like your address, phone number or other personal details) to anyone without your permission.
- You can make a complaint if you think confidentiality has been broken
- You can see a copy of your records to make sure they are accurate
- You can ask for all letters written about you to be copied to you.

Sometimes in your best interests it is helpful to share some information with other organisations. This leaflet explains why and how we will ask for your consent.

We have to provide statistics and data to the Department of Health (and similar bodies) about the services we provide but all personal details (or any identifiable information) are removed.

Sharing Health and Social Care Information
We provide many services in partnership with your General Practitioner, other NHS Trusts, Social Care agencies and local authority departments. This means that sometimes we will need to share your health and social care records with others involved in your care or treatment. We have procedures and protocols that govern how we share information which safeguard your right to confidentiality.

Access to Your Health / Social Care Records
The Data Protection Act 2018 gives people who have received NHS and Social Care services the right to access their own personal records. It is important that you trust staff with your personal information and our policy on the use of their information is your guarantee that your personal information will not be passed to others without proper safeguards.

If you would like to know more about how we use your information you can speak to the person in charge of your care or the Trust's Caldicott Guardian.
If you want a leaflet about seeing your records, or how to ask for copies of all letters written about you, please call Patient Advice and Liaison (PALS) on Freephone 0800 085 7935 (Essex & Bedfordshire)

Your Right to Know
Please read this leaflet so that you can understand how we may use information about you. Please ask us if you need any more explanation. You can also help to keep your details up to date by telling us when anything changes in any way, for example if you move home.

What is Personal Information?
This is information about you - your name, address, date of birth. We also take information about your health (you maybe disabled), your family situation (and next of kin), your ethnic origin and religion.

What are Health / Social Care Records?
These are the notes and letters that health and social care professionals write about all aspects of your care and treatment.

Why Does the Trust Keep Records?
The law says we have to, but it also benefits you. Records allow us:
• to understand your needs so we can plan your care
• to make sure we provide high quality care
• to give you a record of what has happened to you
• to train new staff
• to carry out research about developing good quality services.

There are many groups who may provide care for you, each keeping their own information about you. You may be asked to give the same information several times and so sharing your information with these groups, with your permission, will reduce these requests and save your time.

To make sure that your information is safe, groups must sign an agreement with us to treat your information as private and that they will only use it for the purpose of the help they are giving you.

These groups have rules about how they use your information and if they want to they must ask your permission.

At the end of this leaflet there is a consent form where you can tell us what you give us permission to share.

How Does Sharing Information Help Me?
Sharing information means that you won’t be asked for the same details so often. Care professionals will not need to keep asking you basic information.
Can I Say No?
Yes you can and you can withdraw your permission at any time. However, please talk to a member of staff about this and any worries you have.

Are There Exceptions or Special Circumstances?
There are limited times when we have to provide information without asking you, for example a Court may order us to do so, or where someone could be in danger or if there has been a serious crime.

What About The Freedom of Information Act?
Personal information is exempt from requests under the Freedom of Information Act.

Can I Limit What Sort Of Information Is Shared?
Yes. In most cases we will tell you what type of information is likely to be shared with others. If there is something or someone you do not want us to pass information onto, we will not do so.

How is My Information Kept Safe?
- We will only share information with other professional organisations that pledge to keep it confidential
- We will only share what is absolutely necessary to make sure your services are delivered safely and effectively
- We use secure computer networks – the general public do not have access to them
- We will keep a record of everyone outside this Trust who has asked to see your information and when and why they did
- It will only be shared where it is in your best interests, not the Trust’s or someone else’s

What If I Think My Information Is Being Misused?
If you think your personal information is being misused please tell us quickly so that we can take steps to correct the situation.

The Trust has a complaints procedure that can deal with your concerns (see information at the end of this leaflet)
The Caldicott Guardian
Under the law every Trust has to have a senior manager who makes sure that confidentiality is respected throughout the organisation. This is called the Caldicott Guardian (named after the lawyer who chaired an important inquiry into confidentiality). You can write to the Caldicott Guardian about any concerns you may have:

The Caldicott Guardian
Essex Partnership University NHS Foundation Trust
The Lodge
Lodge Approach
Runwell
Wickford, Essex
SS11 7XX

Telephone: 0300 123 0808
E-mail: milind.karale@nhs.net

More Information
If you want a leaflet / more information about:

- making a complaints
- having a copy of your records
- having letters written about you, copied to you
- the Freedom of Information Act
- the Data Protection Act
- anything else

Please call the Patient Advice and Liaison Service on Freephone 0800 085 7935 or 0800 013 1223.

You can make a complaint during office hours by phoning 0300 123 0808.