

YOUR PERSONAL INFORMATION

WHAT YOU NEED TO KNOW

This poster is a guide to what type of information we hold about you, why we keep this information and how you can access it. It covers your rights, what you need to do and who to contact if you have any questions.

We may share your information to:

- make sure that our services meet patient needs in the future;
- help staff to review the care they provide, making sure it is of the highest standard.
- make sure you receive all the care and treatment you need, we may need to share the information in your records with other staff and organisations.

This could include:

- your GP;
- hospitals, walk-in centres, out-of-hours doctors, NHS commissioners;
- community services, such as nurses, midwives and therapists;
- local authority departments, including social services, education and housing;
- voluntary care organisations;
- private sector organisations such as private hospitals, care homes and hospices.

What rights do I have?

In most cases, you have the right to:

- ask for a copy of all records held about you (there may be an administration charge for providing these);
- ask for details of anyone who may have made entries in your records;
- expect your personal information to be kept confidential and safe at all times;
- discuss your information rights with the Trust including disclosure and withdrawal of consent.

Useful Contacts:

- **The Information Governance Service - epunft.info.gov@nhs.net; 01268 407737 / 01375 896063**
- **The Legal Department - epunft.legal@nhs.net; 01268 407724**
- **Data Protection Officer - epunft.dpo@nhs.net**