

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 ask for and keep information about you so that you can receive proper care and treatment when you need it, for as long as you need it.

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.**

All of our staff and those who work with us to provide your care have a duty to treat information about you confidentially. It must be held safely and shared only when necessary in accordance with the General Data Protection Regulation, the Caldicott Principles, the NHS Constitution, common law duty of confidentiality and all relevant guidance from the Department of Health and Information Commissioner's Office.

In order for us to use your information appropriately, we ask that you keep us informed about any changes (e.g. address, name, telephone number). For more information, please see our "Your Personal Information – What You Need To Know" leaflet which is available from our website www.eput.nhs.uk

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.

We may share your information to:

- **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.

In addition, non-personal information may also be shared.

We will normally tell you before we share your information and will confirm that you agree to this. Where possible, we will give you a copy of any letters we write about you.

Statistical information (i.e. anonymised) may be shared with NHS Commissioners, Department of Health, and NHS DIGITAL.

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