**Privacy Statement**

**Why we collect information about you**

In the National Health Service, we aim to provide you with the highest quality of health care. To do this we must keep records about you, including:

* Basic details about you, such as address, date of birth, next of kin
* Contact we have had with you such as clinical visits
* Notes and reports about your health
* Details and records about your treatment and care
* Results of x-rays, laboratory test etc.,
* Relevant information from people who care for you and know you well, such as health professionals and relatives

This information helps us to provide you with high quality care, but it also supports other important NHS work, e.g. to:

* check the quality of care provided to you
* protect the health of the general public
* keep track of NHS spending, generate statistics and manage the health service
* teach health workers and to help with research
* enable us to analyse how well we are performing and to understand work pressures and the needs of our patients.

Sometimes we need support when we need to analyse the information that we collect and generate when providing care. We utilise specialist companies to provide us with this support, but we only let them have access to information that they cannot use to identify you. At the present time we use two such companies, Edenbridge Healthcare Limited and PA Consulting Limited.

When we share information with other parts of the NHS for these purposes, we anonymise the information wherever possible. We **will not** share information that identifies you for any reason, unless:

* you ask us to do so or it is reasonable to believe that this is what you would wish (e.g. when sharing information with a hospital to which we are referring you);
* we ask and you give us permission (e.g. with social service, education services, local authorities or voluntary/private sector providers of care);
* we have to do this by law (e.g. with the police where certain types of serious crime are involved);
* we have special permission in law for health or research purposes or
* we have special permission in law because the interests of the public are thought to be of greater importance than your confidentiality

**Legal Basis for data processing under the General Data Protection Regulation**

* The processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller, in order to;
* provide health or social care or treatment or the management of health or social care systems and services

**Your Rights**

**Right of access** – you have the right to request a copy of the data that we hold about you.

* Your request must be made in writing
* You will need to give adequate information (for example full name, address, date of birth, NHS number etc.,)
* You will be required to provide id before any information is released to you.

**Right of rectification** – you have a right to correct factual data that we hold about you that is inaccurate or incomplete, e.g. your contact details. This doesn’t apply to clinical opinions which, even if wrong, need to remain in your records to show what those who provide you with care were thinking. We will add a note to say that an opinion has been found to be incorrect where this is the case.