

Occasions when we must pass on information include:

- Notification of new births
- Infectious diseases that may endanger others, such as meningitis or measles (but not HIV/AIDS)
- Where a formal court order has been issued
- To help prevent, detect or prosecute serious crime.

Our guiding principle is that we are holding your records in strict confidence

How you can see your health records

If you want to see information that is held about you should make a written request to the NHS organisation where you are being, or have been, treated.

You are entitled to receive a copy but should note that a charge will usually be made.

You should also be aware that in certain circumstances your right to see some details in your health records may be limited in your own interest or for other reasons.

Our partner Organisations

Organisations that we often share information with are:

- Strategic Health Authorities
- NHS Hospitals and Clinics
- Primary Care Trusts
- General Practitioners (GPs)
- Ambulance Services

Your information may also, subject to strict agreements, to be shared with:

- Education Services
- Local Authority Services (such as Children's, and Adult and Community Services)
- SureStart and Connexions Partnerships
- Voluntary and Private Sector Providers

Further Information

Speak to the health professional concerned with your care if you would like to know more about how your information is used – or contact the Data Protection Officer of the NHS organisation where you are being treated.

If you would like this document in another format, e.g., large print, audio cassette, Braille or another language please phone **08000688000** or write to

**Patient Advice & Liaison Service
FREEPOST RSHB-UTRR-LZUA
NHS North Yorkshire & York
HARROGATE
HG2 8RE**



North Yorkshire and York

Your Rights, Your Information

Confidentiality Information for Patients

This leaflet explains why information is collected about you and the ways in which this information may be used.

Why we need your information

Your doctor and other health professionals caring for you will keep records about your health, treatment and care. These records help ensure that you receive the best possible care.

These records may include:

- Basic details about you, such as address and next of kin
- Contacts we have had with you, such as clinic visits
- Notes and reports about your health and any treatment or care you need
- Details about your treatment and care
- Results of X-rays and laboratory tests
- Information from other health professionals, relatives or those who care for you

How we use your records to help you

Your records are used to guide healthcare professionals in the care you need and administer the care you receive to ensure:

- doctors, nurses or healthcare professionals involved in your care have accurate information to assess your health and future care needs
- full information is available should you need to see another doctor, or be referred to a specialist or another part of the NHS

- There is a good basis for assessing the type and quality of care you have received
- Your concerns can be properly investigated if you need to complain

How we use your records to help your NHS

Your information may also be used to help us:

- Look after the health of the general public
- Pay your GP, dentist and hospital for the care they provide
- Audit NHS accounts and services
- Investigate complaints, legal claims or untoward incidents
- Make sure our services can meet patient needs in the future
- Prepare statistics on NHS performance
- Review the care we provide to ensure it is of the highest standard
- Teach and train healthcare professionals
- Conduct health research and development

Anonymous statistical information may also be passed to organisations with a legitimate interest, including universities, community safety units and research institutions. Information held centrally is not used to make any decisions about the treatment or care that you receive from your hospital or GP.

If we need to use information about you, it will only be used for essential NHS purposes, including research and auditing services. This will only be done with your consent, or in special circumstances, when approved by the Secretary of State.

How we keep your records Confidential

Everyone working for the NHS has a legal duty to keep information about you confidential.

You may receive care from other people as well as the NHS (like Social Services). We may need to share some information about you so we can all work together for your benefit. We will only pass on information about you if there is a genuine need to do so.

We will not disclose your information to third parties without your permission unless there are exceptional circumstances, such as when your or others health or safety is at risk, or where the law requires information to be passed on.

Anyone who receives information from us is also under a legal duty to keep it confidential.

We are required by law to report certain information to the appropriate authorities. This is only provided after formal permission has been given by a qualified health professional.