

Partner organisations

We may share information with organisations where they contribute to your health and care.

These could include:

- Your GP surgery and other NHS and contracted organisations
- Audit organisations
- NHS Digital
- Clinical networks i.e. Cancer Care

We may also share some of your information subject to strict agreement on how it will be used with:

- Local authorities and education services
- Voluntary or private care providers
- Police and Coroner's Office

Can I see my health and social care records?

The Data Protection Act 1998 allows you to find out what information is held about you, on computer and in certain manual records. This is known as 'right of subject access', and applies to your health and social care records.

If you wish to see a copy of your health records you should contact Legal Services at The James Cook University Hospital on 01642 854460 who will be able to advise you further. You are entitled to receive a copy of your records but should note that a charge may apply.

In certain circumstances access to your records may be limited, for example, if it is felt to be in your best interest or for the protection of others.

Further information

If you would like to know more about how we use your information or if, for any reason you do not wish to have your information used in any of the ways described in this leaflet, please speak to the health or social care professionals concerned with your care.

You can also write to the Data Protection Officer of the NHS or Social Services organisations from which you receive, or have been receiving treatment or services. Alternatively you can write to:
The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

The Data Protection Officer for South Tees Hospitals NHS Foundation Trust can be contacted on: **01642 854291** or at **ig.advice@stees.nhs.uk**

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Your health and social care record

How we handle your information

Information for the public



Information
Governance

All NHS records are public records under the terms of the Public Records Act 1958, sections 3 (1)-(2) and must be kept for a specified period depending on the type of record. This is detailed in the document 'Records Management Code of Practice for Health and Social Care 2016'.

Everyone working for health and social care services has a legal duty to keep information about you confidential.

Why is information recorded about me?

The professionals caring for you keep records about your care and treatment. These may be written (manual records) or held on a computer (electronic records). The records help to ensure you receive the best possible care.

These records may include:

- basic details about you, e.g. address and next of kin.
- details of contacts we have had with you, e.g. appointments.
- notes and reports about your health and care, for example, change in medication or family circumstances.
- details and records about your treatment and care, e.g. procedures or investigations performed, results of investigations, advice given, referrals made, changes to medications or family circumstances.
- results of investigations.
- relevant information from people who care for you and know you well, e.g. relatives and your health and social care professionals.

What is the information used for?

It is important that professionals involved in your care have accurate and up-to-date information to help them provide the best care for you. This includes making any referrals to other health care professionals or services.

Your records will also aid us with any investigation should you have a problem or concern regarding your treatment.

We may also use your information to improve the services we provide to you through audits and monitoring, to pay the care provider for your treatment, aid health research and help to teach healthcare professionals.

Will this information include personal details?

Some of your anonymised information may be used for statistical reporting purposes. These reports may also be passed to organisations involved in health and social care research, for example universities. Occasionally an independent audit (check) will take place to make sure your information is being recorded and stored accurately and securely handled.

When other agencies are involved in your care, we may need to share details about you to enable us to work together for your benefit. We have information sharing agreements with partner organisations to ensure that information will only be shared with them if they have genuine need for it.

Whenever possible we will ask for your consent to share your information.

Occasions when your information needs to be disclosed (shared) include:

- where the health and safety of others is at risk.
- when the law requires us to pass on information under special circumstances
- when approved by the Secretary of State for Health.

If there is information you do not wish us to share, please advise one of the health or social care professionals involved in your care.

Anyone who receives information from us has a legal duty to keep it confidential

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

Occasions when information must be passed on include:

- birth notification.
- infectious diseases which may be a public health concern e.g. meningitis and measles (but not HIV/AIDS).
- activity monitoring (NHS Digital) and for commissioning contracts
- where a formal court order has been issued.