

# Your Health and Social Care Record

## Information for the public about how we use and share your information.

This leaflet has been developed in partnership with Health & Social Care organisations within the North East regions and has been issued by:

Durham Gynae  
c/o Sacriston Surgery  
Front Street,  
Sacriston  
DH7 6JW

- Strategic Health Authority.
- Department of Health.
- Medical defence lawyers.
- Clinical networks, for example, cancer care alliance.

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

- Education services.
- Local authorities.
- Police.
- Voluntary care providers.
- Private care providers.
- Coroner's Office.

### Can I see my Health and Social Care record?

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 want to see your records you should not that a charge will usually be made. 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.

### Fair Processing

Durham Gynae processes information of patients in order to provide health care services and in doing so has to comply with the Data Protection Act 1998. This means, among other things that the data held about patients must only be used for specific purposes allowed by law.

### 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 professional concerned with your care.

You can also contact us direct at Dr Julie Oliver Ltd, trading as Durham Gynae, c/o Sacriston Surgery, Front Street, Sacriston, Co Durham, DH7 6JW, or the Data Protection Officer of the Social Service organisation from which you receive or have been receiving treatment or services.

Further guidance can also be obtained as [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk).

Everyone working for Health and Social Care Services has a legal duty to keep information about you confidential.

This leaflet explains why we ask for your personal information, how that information will be used and how you can see your health and social care record.

### **Why is information recorded about me?**

Your doctor and other health or social care professionals caring for you keep records about the treatment you receive. They may be written down (manual records), or kept on a computer (electronic records).

These records may include:

- Basic details about you, for example, address and next of kin.
- Contacts we have had with you, for example, 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, for example, advice given or referrals made.
- Results of investigations.
- Relevant information from people who care for you and know you well, for example, social healthcare professionals and relatives.

### **What is the information used for?**

Your records are used to guide and administer the care you receive to ensure:

- You receive the best possible care.
- Those involved in your care have accurate and up to date information to help them provide the best care for you.
- Full information is available should you see another doctor, or be referred to a specialist or another part of the NHS.
- If you have a problem or concern your records will help with any investigation.

### **We may also use your information to:**

- Support future improvements in health and social care nationally.
- Help teach health and social professionals.
- Manage health and social care services.
- Aid health research and developments.
- Monitor the care we provide to ensure it is of the highest standard.
- Investigate complaints, untoward incidents or legal claims.
- Prepare statistics on NHS and social care Performance.
- Pay your care provider for the care they provide.

### **Will this information include personal details?**

Some of her personal 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.

On the rare occasions where it is essential to include personal identifiable information, we will ask for your consent before this information is shared.

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. Information will only be shared with them if they have genuine need for it and where possible we will ask for your consent for this.

Occasions when your information needs to be disclosed (given) 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 and social care.

If there is information you do not wish us to share, please advise one of your 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 formal permission has been given by the qualified health professional. Occasions when information must be passed on include:

- Birth notification.
- Where we encounter infectious diseases which may endanger the safety of others, for example, meningitis and measles (but not HIV/AIDS).

Where a formal court order has been issued.

### **Partner Organisations**

We may share information with organisations

- Where they contribute to your health care.

These could include:

- Other NHS Trusts.
- National blood services
- General Practitioners.
- Social Services.
- Ambulance services.
- Audit organisations.