

### How can you make sure your personal details are up-to-date?

- By letting us know **immediately** of any changes.

### Is there anything else you need to know?

- If you would like to know more about how we record or use your information, please contact the health professional who is responsible for your care.

### Do you have concerns about information being shared?

- If so, please let us know.

### What if I think my records are inaccurate?

- Under the Data Protection Act (1998) all information held on you must be accurate. If this is not the case, you will need to raise it with your health professional or write to the Trust.
- The Trust will help to amend errors, which will be jointly agreed and signed.
- If there is any disagreement about the accuracy of your records you have the right to seek legal advice.

### Will anyone else be allowed to see my records?

- No, only you, someone you authorise to act for you or someone a court appoints to act on your behalf.
- Parents may ask to see information on their children. If you are under 16 and understand the importance of consenting to or refusing treatment, and you give information to a health professional or consent to treatment, you can request that these details are not disclosed to your parents.

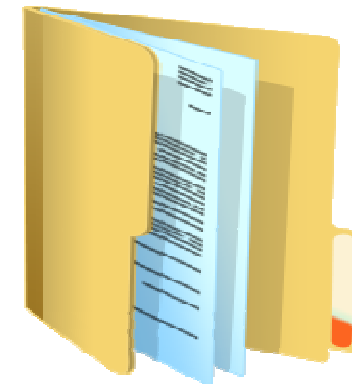
### Can information be kept from me?

- Yes, if the health professional thinks it is likely to cause you serious physical or mental harm.
- However, you have the right to be informed of the existence of all your records, and the right to appeal against the withholding of information.

For further information please visit

[www.brentpct.nhs.uk/YourInformation](http://www.brentpct.nhs.uk/YourInformation)

## You and Your Health Records



## ***You and your health records***

This leaflet tells you about the information we hold on you, how it is used and how you can gain access to it.

We collect and hold information about you, to help us to give you the correct care and treatment.

The information is kept on a computer, paper record or both and forms part of your Health Record.

## ***Confidentiality and the use of patient information***

### **What information do we keep on you?**

- General details, e.g. your name, address, date of birth and ethnic group.
- Health care, treatment and support needs.

### **Why do we need the information?**

- To provide you with health care and treatment.
- To share with other health professionals who become involved with care.
- To fully investigate any concerns, if you need to complain.

- To manage and plan the work of the Trust and other NHS services.
- To look after the health of the general public.
- To carry out health research that has been approved by the local Ethics Committee.

### **Why do we share information?**

- We only pass on information about you if it is genuinely needed. Whenever possible, we will remove any details which might identify you.
- The sharing of sensitive, personal information is strictly controlled by law (Data Protection Act 1998).
- Anyone who receives information from us is also under a legal obligation to keep it confidential.
- You may be receiving health care from other people, both within the NHS and from people outside. Staff need to work together to provide the best service for you and it may be necessary to share some information, with e.g. your GP, dentist, care manager, other health care managers and other health and social care staff.

- We are required by law to notify the Department of Health of certain diseases such as tuberculosis, for public health reasons, or to notify other events such as death.
- Limited information is shared with health authorities to help them organise national public health programmes, such as breast screening, immunisation or to monitor discharge from hospital.
- Occasionally we are required by law to pass on information to the Police, in order to assist them with the prevention and detection of a serious crime.
- We are sometimes asked for medical or health reports by solicitors. We will always require the patient's or the designated personal representative's written consent, before disclosing information.
- Where information is used for research projects, we will ask for your consent if we need to use information that clearly identifies you.