

What are your information rights?

You have the right to know how we will use your personal information and to ask us to consider changing the way we use it. Further Information is available on our website in our Patient Information Privacy Notice.

Access to information held about you

UK Data Protection Law gives you the right to apply to see or have a copy of personal information held in your health record.

The Access to Health Records Act 1990 gives a patient's representative the right to access health records of a patient after death.

For further information and application forms for obtaining copies of your personal information, please contact:

Disclosure Team

Central Records Library, Bush Park
Plymouth, Devon, PL6 7RG

Telephone: 01752 437208

Email: plh-tr.DisclosureTeam@nhs.net

Please note: Under the EU General Data Protection Regulation (GDPR), from the 25th May 2018, there will be no charge for these requests except in specific circumstances, such as if the requests are manifestly unfounded, excessive or if it is a request for further copies.

Contacts and further Information

Privacy notices are on the Trust website
<https://www.plymouthhospitals.nhs.uk/>

If you have any questions or concerns about how we manage your information then please contact us:

Data Protection Officer

Head of Information Governance Team
University Hospitals Plymouth NHS Trust
Information Governance Team
1st Floor Bircham House
William Prance Road
Derriford
Plymouth PL6 5WR

Tel: 01752 437284

Email:

informationgovernancepht@nhs.net

The UK regulator for Data Protection Legislation can be contacted as follows:

Information Commissioner's Office (ICO)

Information Commissioner's Office
Wycliffe House Water Lane
Wilmslow SK9 5AF

Website: www.ico.gov.uk

Tel: 03031231113

Email <http://www.ico.gov.uk/>

You can request this leaflet in large print and other formats and languages.

Patient Information Leaflet

How we manage your personal information

Date: May 2018

Revision: May 2020

Ref Number: E-11/corporate/JA/how we manage your personal information v4

University Hospitals Plymouth
NHS Trust
Derriford Hospital
Derriford Road
Plymouth
PL6 8DH
www.plymouthhospitals.nhs.uk

Why do we ask for your information?

We keep information about you, your health, treatment and care. We have a legal duty to keep accurate health records. This personal information forms part of your health record and will be kept to ensure your proper care in the future.

What is your personal information?

Personal information is information that can identify you. It includes your name, date of birth, address, phone numbers, email address, hospital / NHS number, medical history and treatment.

We may also ask for other information, e.g. whether you have a disability, your religion or beliefs, sexuality and race. If you follow a particular religion, there may be ways in which we can help you observe these during any treatment you have, or if you have a disability we will know that you may require additional support. It is important we have as complete a picture of you as possible to ensure that we are aware of and can plan to meet any particular care needs.

Data Protection Legislation and Regulation

We will manage your personal information in line with UK Data Protection Legislation and the EU General Data Protection Regulation (GDPR). We must be clear about the legal basis for processing your information and we record this.

How do we use your information for direct care?

Staff involved in your treatment need to have accurate and up to date information to assess your health and provide you with care. As an NHS hospital we have been authorised by the government to provide healthcare and as such must keep accurate records for this care. Under GDPR our legal basis for holding this information is Article 6(1) (e) and Article 9(2) (h).

You may receive care from staff from other care organisations and it will be necessary for us to share relevant information with them. This will include other health care, social care and educational organisations. Your identifiable information will only be shared for direct care purposes

What we do not use your information for.

Your health information is never collected for direct marketing and is not sold on to third parties. We do not use your information to make automated decisions with no human intervention.

How long do we keep your health record for?

This personal information forms part of your health record and will need to be kept in case we need to see you again. Information is held for specified periods of time as set out in the Records Management Code of Practice for Health and Social Care 2016.

How do I know information about me will be kept in a confidential way?

Your personal information is valuable, so you should treat it just as you would any valuable item. We ensure the security of your information held on our computer systems and areas where paper records are held are robust to prevent unauthorised access.

Other uses of your information

Sometimes we need to pass on your information by law, for example:

- To notify a birth.
- When an infectious disease is encountered that may endanger the safety of others (such as meningitis or measles (but not HIV/AIDS).
- Where a formal court order has been issued.
- For Prevention and Detection of Crime
- Where Female Genital Mutilation is diagnosed.

Other uses of your information

Further information is available on the Trust's website under our Privacy Notices.