

## **Our Privacy Notice**

Leeds Community Healthcare NHS Trust will collect, store and use personal data about you to provide you with healthcare services. Your personal data will also be used to plan our services and to make sure those services are as good as they can be.

This makes Leeds Community Healthcare NHS Trust the Data Controller:

Our registered address is Stockdale House, Victoria Road, Leeds. LS6 1PF

Information Commissioner's Office (ICO) registration: Z258777X

We take our duty to protect your personal data, and maintain confidentiality very seriously. We are committed to taking all reasonable measures to ensure the security of the personal data we are responsible for, whether this is computerised or in paper form.

At Trust Board level we have a Senior Information Risk Owner (SIRO) who is accountable for the management of all the Trust's information assets; a Caldicott Guardian who is responsible for the management of patient data and patient confidentiality. We have a Data Protection Officer who ensures the Trust is accountable and its compliance with the General Data Protection Regulation (GDPR) and the forthcoming Data Protection Act 2018.

The Data Protection Officer is:

Narissa Leyland

Stockdale House

Victoria Road

Leeds

LS6 1PF

Email: [dpo.lch@nhs.net](mailto:dpo.lch@nhs.net)

### **What information do we collect about you?**

The health professionals caring for you keep records about your health, treatment and care you receive with the NHS. The information in the record may come from you, other care providers e.g. a GP, Social Care or Hospital. The maintenance of these records will ensure that you receive the best possible care. They may be written down on paper or held on a computer and include:

- Basic personal details about you such as your name, address, date of birth, next of kin etc.
- Contacts we have had with you such as appointments or clinic visits
- Notes and reports about your health, treatment and care

- Results of x-rays, scans and laboratory tests
- Relevant information from people who care for you and know you well, such as health professionals, relatives and carers

It is essential that your details are accurate and up to date. Always check that your personal details are correct when you visit us and please inform us of any changes as soon as possible.

### **How your personal information is used**

Your records are used to direct, manage and deliver the care you receive to ensure that:

- The health professionals involved in your care have accurate and up to date information to assess your health and decide on the most appropriate care for you
- Healthcare professionals (including partner organisations) delivering your care have the information they need to be able to assess and improve the quality and type of care you receive
- Appropriate information is available if you see another health professional, or are referred to a specialist or another part of the NHS

### **Our lawful basis for processing your information under Data Protection legislation is:**

- Public task: the processing is necessary to perform a task in the public interest, or our official functions, which have a clear basis in law. Article 6(1)e
- The processing is necessary for the purposes of preventative or occupational medicine, the assessment of the working capacity of employees, medical diagnosis, the provision of health or social care or treatment or management of health or social care system. Article 9(2)h
- The processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security protection law. Article 9(2)b

### **Your information will also be used to help manage the NHS and protect the health of the public by used to:**

- Review the care we provide to ensure it is of the highest standard and quality
- Protect the health of the general public
- Manage the health service
- Ensure our services can meet patient needs in the future
- Investigate patient queries, complaints and legal claims
- Ensure the healthcare providers receive payment for the care you receive
- Prepare statistics on NHS performance

- Audit NHS account and services
- Undertake health research and development
- Help train and educate healthcare professionals

For these purposes we use data anonymised in line with the Information Commissioners Office (ICO) Anonymisation Code of Practice.

### **Who do we share personal information with?**

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

Similarly, anyone who receives information from us has a legal duty to keep it confidential.

We will share information with the following main partner organisations:

- Other NHS Trusts and hospitals involved in your care
- Clinical Commissioning Groups and other NHS bodies
- General Practitioners (GP's)
- Ambulance Services

You may be receiving care from other people as well as the NHS, for example Social Care services.

We may need to share some information about you with them so we can all work together for your benefit if they have a genuine need for it or we have your permission. Therefore, we may also share your information, subject to strict agreement about how it will be used, with:

- Social care services
- Education services
- Local authorities
- Voluntary and private sector providers working with the NHS

We will not disclose your information to any other third parties unless:

- We have your permission
- We have to share it by law
- We have good reason to believe that failing to share the information will put you or someone else at risk of serious harm or abuse
- We hold information that is essential to prevent, detect, investigate or punish a serious crime

Please ask our staff if you have any concerns or would like further information. Alternatively you can contact the:

Data Protection Officer

Leeds Community Healthcare

Stockdale House

Victoria Road

Leeds

LS6 1PF

Email: [dpo.lch@nhs.net](mailto:dpo.lch@nhs.net)

### **Clinical Commissioning Groups**

CCG's are responsible for planning the health needs of their patients, and for paying to keep their local hospitals running. Information in computerised form is sent to CCG's, with your name and address removed, but including NHS numbers and postcodes. Exactly the same information is sent to the Office of National Statistics which produces information about the performance of hospitals. Other organisations such as specialist disease registries receive information about particular areas of healthcare. This is important to ensure that the NHS provides the best possible treatments both now and in the future.

### **The NHS Care Record Guarantee**

The [NHS Care Record Guarantee](#) for England sets out the rules that govern how patient information is used in the NHS and what control the patient can have over this. It covers people's access to their own records, controls on other's access, how access will be monitored and policies, options people have to further limit access, access in an emergency, and what happens when someone's cannot make decisions for themselves. Everyone who works for the NHS, or for organisations delivering services under contract to the NHS, has to comply with this guarantee.

### **The Leeds Care Record**

We will share relevant information with other healthcare professionals who are involved in your care and we will make key information from your records available via the Leeds Care Record unless you object. Your information will not be used for any other purpose without your consent, unless that purpose is required by law. The Trust will keep your records according to the conditions of the Data Protection Act (1998) at all times.

### **Your Right's**

We will ensure your rights are respected. You have:

- **The Right to be Informed** – we tell you what we do with your information. We do this through notices like this, service information leaflets, notices on our websites and posters.
- **The Right to Rectification** – we will correct any personal information that is inaccurate or rectify any data that is incomplete.
- **The Right to Object** – you have the right to object to how we process your information. Your objection will be considered in relation to your particular situation, we will stop processing unless there is a legitimate reason for us to continue e.g. we will not be able to stop the processing of your data to provide you with direct patient care and this is needed to provide safe care.

- The **Right to Restrict Processing** – we will temporarily restrict processing your data, whilst we check the information, if you query the accuracy of it. We will also restrict processing (if you raise an objection to how we process your data) whilst we consider your objection.
- The **Right of Access** – you can ask for copies of information we hold about you. This is called a subject access request.

### **How can you access your records?**

If you would like to request a copy of your medical records, please contact the Data Protection Office  
Leeds Community Healthcare Trust

Stockdale House

Leeds

LS6 1PF

Email: [dpo.lch@nhs.net](mailto:dpo.lch@nhs.net)

### **Sending data to other countries**

Sometimes your data may be processed outside of the UK, in most circumstances it will remain within the European Economic Area (EEA) and will have the same protection as if processed within this country. When this is outside the EEA we will identify the data protections in place prior to transfer.

### **How long do we keep your information?**

All personal information will be kept in line with the retention periods in the Department of Health Records Management Code of Practice for Health and Social Care Records 2016.

### **Notification**

The Data Protection Act 2018 requires organisations to notify with the Information Commissioner to describe the purpose for which they process personal information. These details are publically available on the information Commissioner's website: [www.ico.gov.uk](http://www.ico.gov.uk).

### **Complaints**

If you have complaint about how we have handled your data you can initially make a complaint to Leeds Community Healthcare NHS Trust or the Information Commissioner.

### **Freedom of Information**

The Freedom of Information Act 2000 provides any person with the right to obtain information held by Leeds Community Healthcare Trust, subject to a number of exemptions. If you would like to request information from us, please contact:

The Information Governance Team

Leeds Community Healthcare Trust

Stockdale House

Leeds

LS6 1PF

Email: [foi.lch@nhs.net](mailto:foi.lch@nhs.net)