Will you share my information for reasons other than healthcare?

Sometimes patients’ health information is required for other reasons such as clinical audit, research or education purposes. Your health records would only be used for reasons such as these when instructed by a rule of law, with your consent or in anonymised form.

We would only share your information without your consent in special circumstances such as:

- where there is danger of harm to a child or vulnerable adult
- to comply with a court order or a law
- to assist in a serious crime investigation.

Will my information be secure?

We use strong security measures to make sure that your records are private and confidential.

- Staff wishing to access electronic systems must have a special NHS Smartcard with chip and passcode and go through a stringent access procedure.
- We check the system to make sure only the right people look at your records.
- All staff must sign up to our confidentiality and information security policies.
- All staff must have confidentiality and information security training.
- Any unauthorised access will be reported and disciplinary action taken if appropriate.

How can I see my information?

You can request a copy of your personal information held by Leeds Community Healthcare NHS Trust or you may wish to view it (see ‘how to contact us’).

To see information recorded by other healthcare organisations in your records, such as your GP or hospital, you need to contact them directly.

How to contact us

To find out more about your personal information, ask questions about this leaflet or to let us know about any choices you wish to make about the use of your health records, or if you require this information in another form or language, please write to:

Information Governance Team
Leeds Community Healthcare NHS Trust
Second Floor, Stockdale House
Headingley Office Park
Victoria Road
Leeds, LS6 1PF
Email: dpo.lch@nhs.net
Tel: 0113 220 8572

We can make this information available in Braille, large print, audio or other languages on request.

www.leedscommunityhealthcare.nhs.uk

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Your information

This leaflet tells you about how we use and share your information and the rights and choices you have about how your records are used.

The NHS is changing the way it stores and shares your personal information, which means they are increasingly being held on electronic systems and shared with other health professionals involved in your care. These include GPs, hospitals and social care using joined up electronic patient records where this is technically possible such as the Leeds Care Record or TPP SystmOne.

Some paper health records may continue to exist. The same levels of security and confidentiality outlined in this leaflet will also apply to paper records.

What choices do I have about how my health records are used?

You have the choice to decide if there are any parts of your records you do not want to share with other health professionals. You can:

- tell us if you feel that something in your records is inaccurate
- discuss with us how your information is stored or used
- ask us to limit access to certain parts of your healthcare records if you feel they are sensitive
- tell us if you do not want your record to be shared, or

Electronic health records

Health records are held electronically on local health record keeping systems. Some of these systems can share information with doctors and nurses and other health professionals who deliver your care even when these professionals work outside of this Trust. The Trust has a policy of sharing information when it is in the best interests of the patient.

The local health record holds detailed information about the care and treatment you have received from Leeds Community Healthcare NHS Trust and from other health agencies involved in your care such as your GP. Where our systems cannot electronically share with other health professionals involved in your care, information is shared by other means such as a letter or fax.

What information will be held?

Health professionals need detailed information about your care and treatment in order to:

- give you the best possible safe healthcare
- help us to make good decisions about your care
- investigate your complaints
- regularly check and improve the quality of the care we provide.

Who will see my health record?

Healthcare professionals who provide your care are part of a healthcare team who need to be able to see relevant sections of your health records to make sure they give you the best treatment and care. The healthcare team will normally be from Leeds Community Healthcare NHS Trust, and will also include your GP who needs to know about your progress. Your information may also be viewed for audit purposes.

The healthcare team may also include health professionals from other hospital trusts or healthcare organisations if they are directly involved in your healthcare. These health professionals may have access to relevant parts of your records.

Some of our patients receive care from other agencies (such as social care and voluntary services) and we may need to share information with them so we can co-ordinate your care. Your health professional will make you aware when there is a need to share information.

Your health record contains information such as:

- your name, address, date of birth and NHS number
- details of any medicines, allergies, test results, assessments and interventions
- any health conditions, like asthma or a heart problem
- notes of diagnoses, treatments or operations
- your future care plans.