

**DATA SHARING AND DISCLOSING  
INFORMATION**

**PATIENT INFORMATION  
LEAFLET**

**COLERIDGE MEDICAL CENTRE**  
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### **WHY WE COLLECT INFORMATION ABOUT YOU**

Your doctor and other health professionals caring for you keep records about your health and any treatment and care you receive from the NHS. This helps to ensure that you receive the best possible care. The record may be written down (manual records) or held on a computer. The records may include:

- basic details about you such as address and next of kin;
- contact we have had with you, such as clinical visits;
- notes and reports about your health and any treatment and care you have received;
- Details and records about the treatment and care you receive;
- results of investigations, such as x-rays and laboratory tests;
- relevant information from other health professionals or those who care for you and know you well.

### **HOW YOUR RECORDS ARE USED TO HELP YOU**

The Health and Social Care (Safety and Quality) Act 2015 includes an obligation on NHS organisations to share and use patient information if it directly contributes towards their care.

Your records are used to guide professionals in the care you receive to ensure that:

- your doctor, nurse or any health professional (this can include clinical and non-clinical staff) involved in your care has accurate and up-to-date information to assess your health and decide what care you need;
- full information is available if you see another doctor, or are referred to a specialist or another part of the NHS;
- there is a good basis for assessing the type and quality of care you have received;
- your concerns can be investigated if you need to complain.

### **HOW YOUR RECORDS ARE USED TO HELP THE NHS**

Your information may also be used to help us:

- assess the needs of the population;
- make sure our services can meet patient needs in the future;
- review the care we provide to ensure it is of the highest standard;
- teach and train other healthcare professionals;
- conduct health research and development;
- pay your GP, dentist and hospital for the care they provide;
- audit NHS accounts and services;
- prepare statistics on NHS performance;
- investigate complaints, legal claims or untoward incidents.

Some of this information will be held centrally but where this is used for statistical purposes, stringent measures are taken to ensure that individual patients cannot be identified. Anonymous pseudonymised statistical information may be passed to organisations with a legitimate interest, including universities and research institutions.

We use anonymous information whenever possible but on occasions we may use personally identifiable information for essential NHS purpose such as research and auditing. However, this information will only be used with your consent unless the law requires us to pass on the information.

### **WHO ARE OUR PARTNER ORGANISATIONS?**

The principal partner organisations, with which information may be shared, are: Department of Health, NHS national and local area teams, NHS Trusts, Out of Hours Services, Clinical Commissioning Groups, Referral Management Centres, General Practitioners (GPs), Ambulance Services, Community Services, Summary Care Record, National Institute for Health Research/Primary Care Research Network and Health & Social Care Information Centre (HSCIC).

Your information may also, subject to strict agreements describing how it will be used, be shared with: Social Services, Education Services, Local Authorities, Private Sector Providers and Voluntary Sector Providers.

### **SUMMARY CARE RECORD [www.systems.hscic.gov.uk/SCR](http://www.systems.hscic.gov.uk/SCR)**

The NHS summary care record (SCR) contains basic information about allergies, adverse reactions to medications and prescriptions. SCR is intended to be available for clinicians to help them provide safe and effective treatment. You can ask your GP to enhance your SCR with additional information about you. You have a choice about having a Summary Care Record; if you do not wish information about you to be shared in this way you can opt out by completing the form at the back of this leaflet.

Your summary care record may be accessed by clinicians providing care to you as a temporary resident, Out of Hours providers, Urgent Care (walk-in centres, MIU), community intermediate care, hospital pharmacies, acute admission and assessment units, emergency department, ambulance services and 111. Health professionals may access your SCR record only if they are authorised to do so and even then only if you give your express permission. You can refuse if you feel access is unnecessary. Healthcare staff will ask for your consent to look at your SCR every time they need to (except in an emergency for instance if you are unconscious).

### **HEALTH & SOCIAL CARE INFORMATION CENTRE (HSCIC)** **[www.hscic.gov.uk](http://www.hscic.gov.uk)**

HSCIC collects information from records health and social care providers keep about the care and treatment they give.

### **LOCAL SHARE CARE RECORD [www.newdevonccg.nhs.uk](http://www.newdevonccg.nhs.uk)**

The local shared care record securely connects different medical and care computer systems together. None of the information it collects is stored and none of it can be changed. It is displayed as read only view for the care professional to use and support your care at a specific point in time. Before any information is collected and displayed, the care professional must have your consent to view your record. The information shared is recent diagnosis and test results, allergies, medications and treatments, any current or past (and significant) illnesses, encounters and referrals. Your records will be made available in this way to the Out of Hours provider (Devon Doctors) unless you opt out. Please ask for a form at reception.

### **HOW WE KEEP YOUR RECORDS**

Everyone working in health and social care has a legal duty to keep information about you confidential and secure.

All manual and computerised records are stored in secure environments to which access is strictly controlled and ensures no unauthorised access. The use of information is strictly controlled and used by us in accordance with the Data Protection Act 1998, the Human Rights Act 1998, the common law duty of confidence, the NHS Confidentiality Code of Practice, the NHS Records Management Code of Practice and the NHS Information Security Code of Practice. Electronic data is transferred either via internal secure networks or by dedicated encrypted file transfer methods.

We will not disclose your information to third parties without your permission unless there are exceptional circumstances, such as when the health or safety of others is at risk or where the law requires information to be passed on.

You may be receiving care from other people as well as the NHS (like Social Services). We may need to share some information about you so we can all work together for your benefit. We will only ever use or pass on information about you if others involved in your care have a genuine need for it and when we know that the same safeguards on confidentiality and security will be practiced.

Anyone who receives information from us is also under a legal duty to keep it confidential and secure. We are required by law to report certain information to the appropriate authorities.

Occasions when we must pass on information include, but are not limited to, when a formal court order has been issued.

### **HOW TO GET ACCESS TO YOUR OWN HEALTH RECORDS**

The Data Protection Act 1998, which came into force on 1 March 2000, allows you to find out what information about you is held on computer and in certain manual records. This is known as "right of subject access". It applies to your health records.

If you would like to see your records, you can make a written request to the Practice or hospital trust where you are being, or have been, treated. You are entitled to receive a copy of your records but should note that a charge will usually be made. You should also be aware that in certain circumstances your right to see some details in your health records may be limited. This is known as redaction.

Please note there is no facility for immediate access to your records.

### **ONLINE HEALTH RECORD**

You can apply to access an online version of your health record (detailed coded information). For more information, please ask at reception, go online to our website or pick up the leaflet Online Services.

Please note there is no facility for immediate access to your records.

### **YOUR RIGHT TO WITHDRAW CONSENT**

At any time you have the right to refuse/withdraw consent to information sharing. Please let us know so that we can update your record with your decision.

### **NOTIFICATION**

The Data Protection Act 1998 requires organisations to notify the Information Commissioner of the purposes for which they process personal information.

The details are publicly available from the Information Commissioner:

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF  
Tel: 01625 545745  
[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

## **PRIVACY NOTICE**

Coleridge Medical Centre uses personal and confidential information for a number of purposes. This Privacy Notice (also known as Fair Processing) provides a summary of the information that we hold, what we use it for and also who we will or may share information with. This Privacy Notice is part of our commitment to ensure that we process your personal data fairly and lawfully.

Coleridge Medical Centre recognises the importance of protecting personal and confidential information in all that we do, all we direct or commission, and takes care to meet its legal duties. The law determines how organisations can use the personal information that we collect. The key pieces of legislation that we must comply with are:

- Data Protection Act 1993 (DPA)
- Human Rights Act 1998 (HRA)
- Health and Social Care Act 2012 (HCA), and
- The common law duty of confidentiality.

Coleridge Medical Centre collects person confidential information about our service users to support care pathways. This information can include:

- Your name, address, telephone number, date of birth and next of kin
- Appointment details, associated admissions
- Correspondence, notes and reports
- Investigations and test results

Coleridge Medical Centre uses this information for the following reasons:

- To help inform the decisions that we make about your care
- To ensure that your treatment is safe and effective, including any advice that may be provided as part of your care
- To help us work effectively with other organisations who may also be involved in your care

Coleridge Medical Centre may share this with other organisations, to support the following:

- To help us protect the health of the public in general
- To manage and plan our services for the future, including measure our performance to ensure that we remain effective
- To help our staff review the care that is provided, to ensure that it is of the highest standard, and
- To enable the continual improvement of the competency of staff and service providers.

For more detailed information about your rights and our responsibilities, we have a number of information leaflets that have been produced, available in our waiting areas and reception as well as resources on our web site at [www.coleridgemedicalcentre.co.uk](http://www.coleridgemedicalcentre.co.uk). Easy read format as well as information in other languages is available on request.

**COLERIDGE MEDICAL CENTRE—NHS DATA SHARING DECISIONS FORM**

**Please complete below to detail your personal decisions regarding NHS patient data sharing.** It is very important you sign this form to say you have read the Data Sharing Leaflet and **understand and accept the risks** of opting out. Hand the completed form to reception. We will scan this form into your NHS GP Medical Records and enter the appropriate computer codes.

Patient's full NAME (Please print)		Date of Birth	
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**1. SCR NHS Summary Care Record (tick appropriate box)**

- YES **I DO** want a summary care record  
(Express consent for core summary care record dataset upload XaXbY)
- NO **I DO NOT** want a summary care record and fully understand the risks involved with this decision  
(Express dissent for summary care record dataset upload XaXj6)

**2. LOCAL SHARED CARE RECORD (tick appropriate box) Please note that your consent for data sharing is “implied” unless you indicate otherwise below:**

Do you consent to the sharing of computer data recorded by your GP practice with other organisations that may care for you?

- YES **I DO** give my consent for my information to be shared  
(Express consent for shared care record XaKRv)
- NO **I DO NOT** give my consent for my information to be shared  
(Express dissent for shared care record XaKRw)

You can change your mind at any time and as many times as you wish—please complete, sign and date a new form.

Patient's SIGNATURE		DATE	
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