

Protection and Use of Information

The Trust processes your personal data under the Data Protection Act 2018. For this purpose we may:

- **Ask you for information** so that you can receive proper care and treatment. It is important that the information you provide us with is accurate and up to date, this will help us identify you and ensure our records are updated.
- **Keep this information**, together with details of your care, because it may be needed if we see you again. Some information we keep about you may be kept electronically. If you do not wish to share your information, this may lead to the healthcare professionals being unable to provide you with the appropriate treatment or care.
- **Use some of this information** for other reasons; for example, to help us protect the health of the public generally and to see that the NHS runs efficiently, plans for the future, trains its staff, pays its bills and can account for its actions. Information may also be needed to help educate tomorrow's clinical staff and to carry out medical and other health research for the benefit of everyone.

Sometimes the law requires us to report information. For example:

- births and deaths that take place in our sites;
- certain infectious diseases that may put other people at risk;
- when the information is requested by a Court Order;
- the prevention, investigation and/or detection of crime;
- the apprehension and/or prosecution of offenders.

The NHS Central Register for England and Wales contains basic personal details of all patients registered with a general practitioner. The Register does not contain clinical information.

Everyone working for the NHS has a legal duty to keep information about you **CONFIDENTIAL**

You may be receiving care from other people as well as the NHS. So that we can all work together for your benefit we may need to share some information about you. We only ever use or pass on information about you if people have a genuine need for it. Whenever we can we will remove details which identify you.

Anyone who receives information from us is also under a legal duty to keep it confidential.

Your relatives, friends and carers will only be given information about you if you have given us permission to share it with them.

The main reasons for which your information may be needed

- Giving you health care and treatment.
- Helping staff to review the care they provide to make sure it is of the highest standard, e.g. passing information to national disease registers and clinical audit.
- Looking after the health of the general public.
- Training and educating staff.
- Research approved by the Local Research Ethics Committee. (If anything to do with the research will involve you personally, you will be contacted to see if you are willing.)

- Making sure that our services can meet patient needs in the future.

Why your NHS Number is important

Your NHS Number is unique to you, using it will help identify you correctly and help healthcare staff find your records more easily. This is important for your own safety. We will ask you for your NHS Number so remember to keep it in a safe place.

You can access, under the Data Protection Act 2018, any information that the Trust holds on you, in paper form (e.g. your health records) or on an electronic system.

If you wish to do this please contact the Information Governance Team on 01392 402623 or write to:

**Information Governance Team
Q Link - Health Records
Royal Devon & Exeter NHS Foundation Trust
Barrack Road
EXETER
EX2 5DW**

Email: rde-tr.IGSupportTeam@nhs.net

The Trust cannot accept any responsibility for the accuracy of the information given if the leaflet is not used by RD&E staff undertaking procedures at the RD&E hospitals.

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