

Papworth Charitable Trust/Foundation Trust Membership Office

The Trust would like to include you in its development and may send you correspondence from time to time that you may find of interest. This could come from either of these offices.

Your rights

Patient records may be accessed for audit purposes to improve patient care at Papworth Hospital and occasionally we may be requested to provide NHS Improvement (the hospital's regulatory body) with patient records for audit and research purposes. NHS Improvement has legal powers (under section 104 of the Health and Social Care Act 2012) to require provision of patient records necessary to carry out audits. If you would not like your medical records used for audit purposes by the Trust or by our regulatory body, NHS Improvement, please let us know by informing the nurse or consultant responsible for your care.

The Data Protection Act 1998 gives you, the patient (known in the Act as the Data Subject), various rights. You have a right to see information held about you within your medical records for which a fee is chargeable.

You may register an objection to uses of your information and the hospital will use all practical measures to follow your wishes.

The Trust is committed to complying with the Data Protection Act and to keeping your information confidential and secure.

For further information please contact:

Information Governance Manager
Papworth Hospital
01480 830541 ext 6083

Papworth Hospital NHS Foundation Trust
Papworth Everard
Cambridge
CB23 3RE
Tel: 01480 830541
Fax: 01480 831315

For more information about Papworth Hospital please visit our website
www.papworthhospital.nhs.uk

A member of Cambridge University Health Partners


SMOKEFREE
Papworth Hospital is a smokefree site

Large print copies and alternative languages can be made available on request.

Author ID: Information Governance Manager
Department: Clinical Governance
Reprinted: February 2016
Review date: February 2018
Version: 2
Leaflet number: PI 59

© Papworth Hospital NHS Foundation Trust

What happens to information held about you

A patient's guide

Clinical information is held about you to ensure that clinicians have a complete and continuous record about your past, current and future treatment. As well as clinical information, we also hold your name, address, date of birth and NHS number to identify who you are. You are given a unique identifier: your hospital number. This data is how we locate your records and is used, where possible, in communications about you.

The computerised and paper records held about you are solely for the purpose of your health and well being. Your information is shared with other health professionals involved in your care. This can include, but is not limited to, GP practices, other hospitals and other Trust departments who are involved in providing you with your care and community services.

Depending on your circumstances, we may also need to share your information with external organisations to provide you with your treatment, drugs or equipment. This can include, but is not limited to, the voluntary sector, care homes, pharmaceutical companies, private health care providers and external companies who provide specialist equipment.

Your information may also need to be shared with your Primary Care Trust or selected other NHS organisations in order for us to receive payment for your treatment.

In certain circumstances we are required, by law, to report information to the appropriate authorities. This information is only provided after formal authority has been given by a qualified health professional. For example:

- Where we encounter infectious diseases which may endanger the safety of others
- Where a formal court order has been issued

What else can your information be used for?

Clinical audit

Your information will be used for clinical audit following or during your treatment or consultation to review current standards of hospital patient care against accepted best-practice. Audit results are discussed by clinicians and can be published and/or presented but always with patient identifiable data removed so that you cannot be identified.

Research

Your information could be used for research but only with your consent. Research seeks to investigate new treatments, interventions and management procedures so that patient care is continually improved.

National register

Your information is sometimes passed for entry to national registers eg diabetic register, cardiothoracic database, cancer registry, transplant databases and other national and local databases held (sometimes on other sites) about various

illnesses. This information is used to help manage the NHS and, from a public health perspective, to identify what types of illnesses the general public suffer from.

Improving the NHS

Your information is used to help manage the NHS. It is passed in an anonymous format and, in some cases, in an identifiable format for national and local returns. These returns are interrogated for waiting times, quality of information and care and treatment information.

Teaching purposes

Your information could be used to educate doctors, nurses, pathologists and other professionals involved in patient care. This would normally be anonymous information. If you could be identified, your consent would be obtained.

Social workers

In order to ensure you have an appropriate care package set up when you are discharged from hospital, we may need to share your information with social services. You will be informed of this and your consent will be obtained.

Solicitors/courts

Your consent, or a court order, would be obtained before information is shared.

Complaints

Your consent would be obtained to share your information with NHS complaint committees. Your consent would be assumed if you contact the Patient Advice and Liaison Service to investigate a complaint.