

To make sure you receive the best possible care, records are kept about your health and social care needs and any treatment or services we provide. These can be kept both electronically and on paper and may include information from other health organisations such as your GP. This information will be used to manage the care you receive and may be shared with others providing you with care, including those outside of the NHS. We may also need to use information about you 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 and ensure services can meet future patient needs
- investigate patient queries, complaints and legal claims
- ensure the Trust receives payment for the care you receive
- prepare statistics on NHS performance
- audit NHS accounts and services
- undertake health research and development
- helping to train and educate healthcare professionals

For these purposes we use anonymous data wherever possible.

Everyone working within the health and social care service has a legal duty to keep information about you confidential. We will not share information unless: -

- you give us specific permission
- we have to share by law
- we have good reason to believe that failing to share the information will put your 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.

Accurate information is vital to providing care. If any of your details have changed, please inform a member of staff involved in your care.

You have the right of access to information we hold about you. If you want to see your records please speak to a member of staff involved in your care.

The Trust shares information with National Records Locator Service (NRLS) and the Yorkshire and Humber Care Record. Both initiatives help to provide staff involved in your care access to the most up to date information about you. Please visit <http://www.humber.nhs.uk/data-protection.htm> for more information.

If you would like to know more about how we use your information or if you do not wish to have your information used in any of the ways described in this leaflet, please raise with a member of staff involved in your care. Your care will not be affected if you wish to do this.



Please scan the QR code from your smart phone to view a more detailed Privacy notice or online at <http://www.humber.nhs.uk/data-protection.htm>. You can also get a paper copy from any Trust Reception Desk.

If you have any further enquiries, please contact the Trust's Data Protection Officer, Lisa Davies on telephone number 01482 477854 or email : [HNF-TR.IGTeam@nhs.net](mailto:HNF-TR.IGTeam@nhs.net).

Please speak to your key worker if you would like this leaflet in Braille, LARGE PRINT, audio or another language.

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