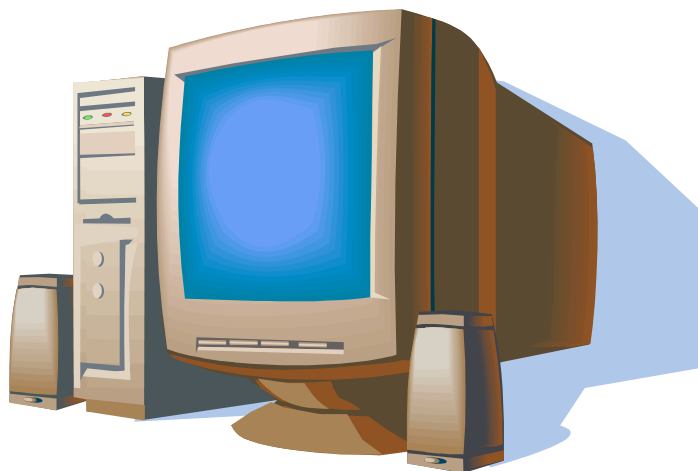


**Access to Medical Records
Data Protection
How we use your health Records**



This leaflet explains :

- Why the NHS collects information about you and how it is used
- Who we may share information with
- Your right to see your health records and how we keep your records confidential

**Blackthorn Health Centre
Satchell Lane
Hamble
Southampton
SO31 4NQ
Tel : 023 8045 3110
Fax : 023 8045 2747**

Data Protection – Information for Patients

We need to hold personal information about you on our computer system and in paper records to help us to look after your health needs, and your doctor is responsible for their accuracy and safe-keeping. Please help to keep your record up to date by informing us of any changes to your circumstances.

Doctors and staff in the practice have access to your medical records to enable them to do their jobs. From time to time information may be shared with others involved in your care if it is necessary. Anyone with access to your record is properly trained in confidentiality issues and is governed by both a legal and contractual duty to keep your details private.

All information about you is held securely and appropriate safeguards are in place to prevent accidental loss.

In some circumstances we may be required by law to release your details to statutory or other official bodies, for example if a court order is presented, or in the case of public health issues. In other circumstances you may be required to give written consent before information is released – such as for medical reports for insurance, solicitors etc.

To ensure your privacy, we will not disclose information over the telephone or fax unless we are sure that we are talking to you. Information will not be disclosed to family, friends, or spouses unless we have prior written consent, and we do not leave messages with others.

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

Making an Access Request

Please read these instructions carefully

- Complete the Application to Access Medical Records Form on pages 4 & 5 of this booklet
- Ensure that the form is fully completed, using a separate sheet of paper if necessary and return it together with the fee of £10 (non-refundable).
- Send the application to :
Blackthorn Health Centre
Satchell Lane
Hamble
Southampton
SO31 4NQ
- Where copy records are required an additional fee will be payable which will not exceed £50 (including the £10 fee above)
- Your request will be considered and you will be advised of the decision within 21 days.
- There is no facility for immediate access.

**Unfortunately we are unable to accept card payments.
Cheques made payable to Dr Goodison & Partners or cash
only please and a receipt will be given.**

Application for Access to Medical Records Data Protection Act 1998 Subject Access Request
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Details of the Record to be Accessed:

Patient Surname	NHS Number
Forename(s)	Address
Date of Birth	

Details of the Person who wishes to access the records, if different to above:

Surname	Address
Forename(s)	
Telephone Number	
Relationship to Patient	

Declaration: I declare that the information given by me is correct to the best of my knowledge and that I am entitled to apply for access to the health records referred to above under the terms of the Data Protection Act 1998.

Tick which ever of the following statements apply :

- I am the patient.
- I have been asked to act by the patient and attach the patient's written authorisation.
- I am acting in Loco Parentis and the patient is under age sixteen, and is incapable of understanding the request / has consented to me making this request.
(*delete as appropriate).
- I am the deceased patient's Personal Representative and attach confirmation of my appointment.
- I have a claim arising from the patient's death and wish to access information relevant to my claim on the grounds that...(please supply your reasons below).

Your Signature **Date**

Details of my Application

(please tick as appropriate)

Patient to complete

I am applying for access to view my records only	
I am applying for copies of my medical record	
I have instructed someone else to apply on my behalf	
I have attached the appropriate fee	

Notes:

Under the Data Protection Act 1998 you do not have to give a reason for applying for access to your health records.

Optional - Please use this space below to inform us of certain periods and parts of your health record you may require, or provide more information as requested above.

This may include specific dates, consultant name and location, and parts of the records you require e.g. written diagnosis and reports.
(please tick as appropriate)

I would like a copy of all records	
I would like a copy of records between specific dates only (please give date range) below	
I would like copy records relating to a specific condition / specific incident only (please detail below)	

Why we collect information about you

In the National Health Service we aim to provide you with the highest quality of health care. To do this we must keep records about you, your health and the care we have provided or plan to provide to you.

These records may include :

- Basic details about you such as address, date of birth, next of kin
- Contact we have had with you such as clinical visits
- Notes and reports about your health
- Details and records about your treatment and care
- Results of x-rays, laboratory tests etc
- Relevant information about people who care for you and know you well, such as health professionals and relatives

It is good practice for people in the NHS who provide care to :

- **Discuss and agree with you what they are going to record about you**
- **Show what they have recorded about you, if you ask**

You have the right

You have the right to confidentiality under the Data Protection Act 1998 (DPA see Page 2), the Human Rights Act 1998 and the common law duty of confidence (the Disability and the Race Relations Acts may also apply).

If you think anything is inaccurate or incorrect, please inform us immediately.

How your records are used

The people who care for you use your records to :

- Provide a good basis for all health decisions made by you and care professionals
- Allow you to work with those providing care
- Make sure your care is safe and effective
- Work effectively with others providing you with care

Others may also need to use records about you to :

- Check the quality of care (such as clinical audit)
- Protect the health of the general public
- Keep track of NHS spending
- Manage the health service
- Help investigate any concerns or complaints you or your family have about your health care
- Teach health workers
- Help with research

Some information will be held centrally to be used for statistical purposes. In these instances we take strict measures to ensure that individual patients cannot be identified.

We use anonymous information, wherever possible, but on occasions we may use personally identifiable information for essential NHS purposes 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.



How we keep your records confidential

Everyone working for the NHS has a legal duty to keep information about you confidential.

We have a duty to :

- Maintain full and accurate records about the care we provide to you
- Keep records about you confidential, secure and accurate
- Provide information in a format that is accessible to you (i.e., in large type if you are partially sighted)

We will not share any information that identifies you for any reason unless :

- You ask us to do so
- We ask and you give us specific permission
- We have to do this by law
- We have special permission for health or research purposes
- We have special permission because the interests of the public are thought to be of greater importance than your confidentiality

Who are our partner organisations ?

We may share information with the following main partner organisations :

- Strategic Health Authorities
- NHS Trusts
- Special Health Authorities
- Ambulance Service

We may also share your information, with your consent and subject to strict sharing protocols about it will be used , with

- Social Services
- Education Services
- Local Authorities
- Voluntary Sector Providers
- Private Sector

Anyone who receives information from us also has a legal duty to :

KEEP IT CONFIDENTIAL !