

Continued from overleaf

- Hospitals
- Ambulance service

Your information may also be, (subject to strict agreements describing how it will be used) shared with:

- NHS common service agencies such as primary care support services
- Social services
- Education services
- Local authorities
- Voluntary sector providers
- Private sector providers

How can you get access to your own Health records?

The data protection act 1988 allows you to find out what information 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 want to see them you should make a written request to the practice. You are entitled to receive a copy but should note that a charge will usually be made. You should be aware that in certain circumstances you right to see details in your health records may be limited in your own interest or for other reasons.

Further information

If you would like to know more about how we use your information or if, for any reason you do not wish to have your information used in any of the ways described in this leaflet please speak to one of the Doctors or the Practice Manager.

If you require a large print version of this leaflet, please contact the reception desk.

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Meden Medical Services
Meden Vale & Warsop

Your information

&

What you need to know

This leaflet explains why information is collected about you and the ways in which this information may be used

Why we collect information about you?

Your doctor and other health care professionals caring for you keep records about your health or treatment and care you receive from the NHS. These help ensure that you receive the best possible care from us. They may be written down (manual records) or held on computer. The records may include:

- Basic details about you, address and next of kin
- Contacts we have had with you such as clinic visits
- Notes and reports about your health and any treatment or care you need.
- Results of investigations such as X-rays and laboratory tests.
- Relevant information from health care professionals or relatives.

How your records are Used to help you

Your records are used to guide and administer the care you receive to ensure:

- Your Doctor, Nurse, or any other Health Care professionals involved in your care have accurate up to date information to access your health and decide what care you need when you visit in the future

- Full information is available which ever doctor you see, or be referred to a specialist or another part of the NHS.
- There is a good basis for assessing the type and quality of care you received
- Your concerns can be properly investigated if you need to complain

How your records are used to help the NHS

Your information may also be used to help us:

- Look after the health of the general public
- Pay your GP for the care they provide
- Audit NHS accounts and services
- Investigate complaints, legal claims or untoward incidents
- Make sure our services can meet patient needs in the future
- Prepare statistics on NHS performance
- Review the care we provide to ensure it is of the highest standard
- Teach and train health care professionals
- Conduct health research and development

Some of this information will be held centrally. Statistical information for other organisations is anonymised

How we keep your records confidential

The NHS has a legal duty to keep information about you confidential.

You maybe receiving care from other organisations. We may need to share some information about you for your benefit. We only pass on information about you if others involved in your care have a genuine need for it. We will not disclose your information to third parties without your permission unless there are exceptional circumstances i.e. If the health and safety of others are at risk or the law requires information to be passed on. Anyone who receives information from us is under a legal duty to keep it confidential. We are required by law to report certain information:

- Notification of new births
- Notification of infectious diseases
- A formal court order has been issued.

Who are our partner Organisations?

The principle partner organisations, with whom information may be shared:

- Health authorities
- NHS trusts
- Primary Care Trusts