

If at any time you would like to know more about how we use your information you can speak to the person in charge of your care or contact:

Information Governance Team
Newcastle upon Tyne Hospitals NHS Foundation
Trust
Cheviot Court
Freeman Hospital
Newcastle upon Tyne
NE7 7DN

Tel: 0191 223 1804

Email: infogov@nuth.nhs.uk

This leaflet is available in alternative formats by telephoning 0191 223 1804

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The Newcastle upon Tyne Hospitals NHS
NHS Foundation Trust

Information for patients

Keeping your confidence

The protection and use of patient information in the NHS

Newcastle Hospitals Community Health

The NHS keeps information about you so that you can receive care and treatment. This includes information from your health records and other personal information. We keep this information, together with details of your care, because it may be needed if we see you again.

We may also use this information for other reasons: for example; to help us protect the health of the public; to see that the NHS runs efficiently; plan for the future; train our staff; pay our bills and account for our actions. Information may also be needed to help educate tomorrow's clinical staff and to carry out medical and other health research for everyone's benefit.

Sometimes the law requires us to pass on information, for example, such as when a baby is born or to report certain infectious diseases. You may be receiving care from other people as well as the NHS and we may need to share some information about you so that we can all work together for your benefit. With your agreement your relatives, friends and carers can also be given information about you to keep them up to date with the progress of your treatment.

You have a right to see your own health records. However, we only ever use or pass on information about you to others if there is a genuine need for it. Whenever we can we shall remove details which identify you. The sharing of some types of very sensitive personal information is strictly controlled by law.

Everyone working for the NHS has a legal duty to keep information about you confidential. In addition to this, all of our staff are bound by a strict code of conduct which specifies exactly how confidential information should be managed.

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

The main reasons for which your information may be needed are:

- Giving you health care and treatment
- Looking after the health of the general public
- Managing and planning the NHS

For example:

- Making sure that our service can meet patient needs in the future.
- Paying your doctor, nurse, dentist, or other staff, and the hospital which treats you for the care they provide.
- Auditing accounts.
- Preparing statistics on NHS performance and activity.
- Investigating complaints or legal claims.
- Helping staff to review the care they provide to make sure it is of the highest standard.
- Training and educating staff, however you can choose whether or not to be involved personally.
- Research approved by the Local Research Ethics Committee - If you are involved personally in research you will be contacted for your consent. You will not be identified in any published results without your agreement.