

INTRODUCTION

The Access Place is a 'one stop shop' offering a multi-disciplinary service for people experiencing homelessness who have additional needs. The team delivering assessments, treatment, care and support consists of staff from Housing, Social Work, Health, and 3rd sector partner agencies.

SHARING INFORMATION

We recognise that, if more than one person is involved in your assessment, treatment and care, it is very likely that you may be asked for the same information many times. Therefore, to be able to provide services effectively to you and ensure you have access to appropriate assessment, care, support, and treatment, we need to share information and obtain your informed consent to do so.

We would like to be able to share information about you between the City of Edinburgh Council (CEC) and NHS Lothian and with other agencies whom you have agreed will assist in providing support for you.

By law, everyone working in The Access Place must keep information about you confidential. Everyone who receives information from us must also keep it confidential.

There are a few circumstances in which confidentiality cannot be guaranteed. These are as follows:

- When your behaviour/actions constitute a serious risk to yourself or to others including any children to whom you may have access.
- When your behaviour/actions constitute a serious risk to the health and safety of staff and/or people who use our service and any agency with whom you have or may have contact.
- When it comes to our attention that you have been involved in serious criminal behaviour which may result in harm to yourself or to other people.

In any of the above circumstances we may well contact the police and advise them of our concerns.

QUESTIONS YOU MIGHT ASK

Why do you need to share information about me?

- So that you only have to tell your story once
- To offer joined up assessment, treatment, care and support to you.
- To arrange services that you have indicated would best meet your needs.
- To help us improve services we also share anonymous summarised information.

Who will you give this information to?

- Staff in the team who are directly involved in your assessment, treatment, care, and support
- Anyone else you have agreed that we can share your information with.

Will everyone know everything about me?

- We will only share information about you with other people involved in your assessment, care and support.
- We will not share Information if it is not necessary to this care.
- The law forbids us to share sensitive information without your explicit consent.

Am I allowed to find out what personal information is held on me?

- Yes, you are. The Data Protection Act 1998 allows you to ask for a copy of personal information we hold on you.

How do I get access to information held about me?

- Information is held in electronic form in Health, Social Work and Housing files. You can ask to see this information by contacting the Data Protection Office on the following contact numbers:
City of Edinburgh Council 0131 200 2000
NHS Lothian 0131 537 6000

• I have read The Access Place's sharing information and giving consent leaflet

• I understand why information needs to be held about me

• I understand that information will only be shared for the purposes of arranging and delivering services

• I consent to information being shared for this purpose, subject to my noted wishes overleaf.

• I consent to sharing my information on a need-to-know basis.

• I understand I have the rights to see records held about me

• I understand that my information will be transmitted securely in accordance with NHS/CEC policies

• I have read and understood the leaflet of which this consent form is a part.

Print Name

Signed

Date

Received by:

Information sharing wishes / instructions (if any)

This leaflet was given to you by:

The Access Place Staff

0131 529 5015

SHARING INFORMATION & GIVING CONSENT

The Access Place (TAP)

