

Introduction

This leaflet outlines the policy of the hospital for the collection, processing and storage of personal data. It also explains who can have the information and how you can apply for it.

You will be asked during your time in the hospital for personal information. This will be used so that we can give you the correct care and treatment.

Information about you will be kept on manual records or on computer and will form part of your own medical records. These will be kept in case you need to see us again.

The Hospital is committed to Data Protection. We have taken great care to make sure that your information is kept confidential and safe.

All staff have signed a confidentiality agreement. They have a duty to keep information about you confidential. They will be regularly trained to keep them up to date on all relevant legislation.

The Main Reasons for Which Your Information may be used:-

The law strictly controls the sharing of some types of personal information, including your health records and other sensitive personal data. However, within the law, the information about you may be passed onto others, still on a confidential basis and used for particular purposes.

These include:-

- To allow you to be well cared for by other NHS and related organisations.
- Investigate complaints and legal claims.

If you wish and with your permission, your relatives, friends and carers can be kept up-to-date with the progress of your treatment. You will be asked for that permission prior to your treatment.

We also anonymise information so that we can:-

- Review current practice to provide high quality care
- Review our planning and services so that we meet patients' needs.
- Prepare statistics and "performance" figures.
- Safeguard the health of the general public
- Medical research
- Auditing and Statistics
- To provide training and continuing education for our staff.

We only ever use or pass on information about you when we are required/allowed to do so by law.

We will deal fairly and effectively with your questions, concerns and complaints about how we use your information.

If you have any specific questions that are not covered in this leaflet about how your information may be used, collected or stored please contact the Information Governance Team on 01908 660033 extension 85041/85044/85045.

Your Rights of Access to Health Records

To see your Medical Records you will have to make a subject access request. You can do this by contacting our Access to Health Records Department on 01908 660033 ext 6566 and asking them to send you an application form, alternatively you can download the form from our website at: - www.mkhospital.nhs.uk. Or email us on:- accesstohealthrecords.nhs.uk

There is a £10.00 fee for access to your records and further fees for copies/CD will be required.

We must by law process your request once we are in receipt of form and fee within 40 days

If you believe the information within your medical record is inaccurate, you can ask for your information to be rectified, erased, blocked or deleted.

The hospital welcomes the opportunity to discuss any questions you may have. Please do not hesitate to contact the Information Governance Team on 01908 660033 ext. 6583/6584/6702/6645.

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P:/ICT/Active Public Staff Information/Use and Storage of Info

We ask for information about you so that you can receive proper care and treatment. This information remains confidential and is stored securely by the Trust in accordance with the provisions of the Data Protection Act 1998

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Patient Information

Guide for Patients on the Protection, Use and Storage of Information

Produced by
Information Governance