

## Patients

The Health and Social Care Act 2012 states that we have to keep records on the care and treatment we deliver to individuals.

## Data Controller

The data controller responsible for keeping your information is York Teaching Hospitals NHS Foundation Trust. We are registered with the Information Commissioner's Office (ICO). The ICO is the UK's independent body set up to uphold information rights. Our registration number is: Z4819561.

## Data Protection Officer

It is a requirement that organisations appoint a Data Protection Officer. The Data Protection Officer is responsible for:

- informing and advising us and its employees about their obligations to comply with data protection laws
- monitoring compliance with data protection laws
- being the point of contact regarding data protection

Our Data Protection Officer is:

Fiona Jamieson, Deputy Director of Healthcare Governance  
York Teaching Hospitals NHS Foundation Trust  
York Hospital  
Wigginton Road  
York  
North Yorkshire  
YO31 8HE

01904 631313

[InformationGovernanceTeam@york.nhs.uk](mailto:InformationGovernanceTeam@york.nhs.uk)

## Why we collect your information

The [Health and Social Care Act 2012](#) states that we have to keep records on the care and treatment we deliver to individuals.

Full and accurate records are needed to assess your health and decide what care you require. They enable us to assess the quality of care you have received and to investigate any concerns you may have.

As well as using your personal information to provide you with care, your personal information is also used for wider NHS purposes such as:

- To make sure that people are getting the services that are right for them
- To look ahead and plan what to do if there are outbreaks of diseases. It also helps the NHS to take action now to stop problems from happening in the future.
- Screening to identify research studies that might be suitable as one of your treatment options
- For local and national audits to ensure that current practice is meeting the required standards
- Identifying who is most at risk of particular diseases and conditions, so those who plan care can provide preventative services and patients can be targeted with particular treatments
- Making sure that the Trust receives the correct payments for the services we provide to patients

### **What information we collect**

Healthcare professionals caring for you keep records about your health and any treatment you receive. These records may be written down or recorded electronically. Your records can include:

- demographic details, such as name, date of birth, address, next of kin and overseas visitor status etc.
- details about the treatment, care and support that you need and receive
- results of investigations, such as x-rays and laboratory tests
- relevant information from other healthcare or social care professionals or those who care for you
- relevant information about your family or social history including information about carers
- payment details

### **Links to further information about data collection**

#### **Overseas visitors**

For information on the data we collect and share for overseas visitors please visit:

- <https://www.gov.uk/government/publications/what-happens-to-your-data-guidance-for-overseas-patients/what-happens-to-your-data-guidance-for-overseas-patients>
- <https://www.gov.uk/government/publications/immigration-status-checks-by-the-nhs-guidance-for-overseas-patients>

## **National Child Measurement Programme (NCMP)**

For information about the National Child Measurement Programme please visit:

- <https://www.nhs.uk/live-well/healthy-weight/national-child-measurement-programme>

## **Friends and Family Test**

For information about the Friends and Family Test please visit:

- <https://www.nhs.uk/using-the-nhs/about-the-nhs/friends-and-family-test-fft/>

## **National Data Opt Out**

You can choose if data from your health records is shared for research and planning. For further information and how to stop your information being shared for research and planning please visit <https://www.nhs.uk/your-nhs-data-matters/manage-your-choice/>

## **CCTV**

We have CCTV systems in some of our premises used by members of the public, for the purposes of public and staff safety and crime prevention and detection. CCTV is also installed on the outside of some of our buildings for the purposes of monitoring building security and crime prevention and detection.

Images captured by CCTV will not be kept for longer than necessary. However, on occasions there may be a need to keep images for longer, for example where a crime is being investigated. We operate CCTV and disclose in accordance with the codes of practice issued by the Information Commissioner.

## **Who we may share your information with**

We will share relevant information with the following main partner organisations:

- Other NHS Trusts and hospitals that are involved in your care
- General practitioners (GPs)
- Childrens Services including Early Help and Safeguarding
- Adult Services
- Education including Nurseries
- Police
- Dental practitioners

- Ambulance services
- Clinical Commissioning Groups, Local Area Teams and other NHS bodies such as NHS Digital
- Voluntary and private sector providers working with the NHS
- Professional bodies such as the General Medical Council and the Nursing and Midwifery Council

We will not disclose your information to any other third parties without your permission unless there are exceptional circumstances, such as a serious crime has been committed, there is a risk to the public or staff or we have a legal duty to pass on information.

### **How we maintain the confidentiality of your information**

We are committed to protecting your privacy and will only use information collected lawfully in accordance with:

- [Data Protection Act](#)
- [The General Data Protection Regulations 2016](#)
- [Human Rights Act 1998](#)
- Common Law Duty of Confidentiality
- [Health and Social Care Act 2012](#)
- [Confidentiality Code of Practice 2003](#)
- [Information Security Management Code of Practice 2007](#)
- [Records Management Code of Practice for Health and Social Care 2016](#)
- [Information: To Share or Not to Share Review](#)

Every member of staff who works for an NHS organisation has a legal obligation to keep information about you confidential. Staff also undertake annual data security training.

### **How long we keep your information for**

We store information for the time stipulated in [Records Management Code of Practice for Health and Social Care 2016](#).

### **How we store your information**

Information is stored on internal and external servers including Cloud-based storage. We ensure your data is stored securely in line with NHS guidelines.

### **Your rights**

Data protection laws give individuals rights in respect of the personal information that we hold about you. These are:

1. To be informed why, where and how we use your information.
2. To request access to your information.
3. To request information to be corrected if inaccurate or incomplete.
4. To request for your information to be deleted or removed where there is no need for us to continue processing it.
5. To request us to restrict the use of your information.
6. To request us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information.
7. To object to how your information is used.
8. To challenge any decisions made without human intervention (automated decision making).

### **Accessing your information**

Data protection laws give you the right to request access to your information. Further information on how to request your information can be found on the Subject Access page.

Subject Access Team  
York Teaching Hospital NHS Foundation Trust  
York Hospital  
Wigginton Road  
York  
North Yorkshire  
YO31 8HE

01904 725680

[SubjectAccessRequests@york.nhs.uk](mailto:SubjectAccessRequests@york.nhs.uk)

### **Requesting information to be corrected**

If you believe your health information is inaccurate or incomplete please contact your healthcare professional to request for the information to be corrected.

If you have changed address, GP, telephone number or name please inform the Contact Centre on 01904 631313. The Contact Centre is open from 8am to 6pm Monday to Friday, excluding Bank Holidays. Please note that these opening hours may change due to staffing levels. If you use one of our satellite services please inform your healthcare professional.

## Concerns

Should you wish to raise a concern about the use of your information, please contact our Patient Advice and Liaison Team:

PALS Team  
York Teaching Hospitals NHS Foundation Trust  
York Hospital  
Wigginton Road  
York  
North Yorkshire  
YO31 8HE

01904 726262

[PALS@york.nhs.uk](mailto:PALS@york.nhs.uk)

If you remain unhappy with the outcome of your enquiry you can contact the Information Commissioner:

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

0303 123 1113

[www.ico.org.uk](http://www.ico.org.uk)