

For more information

- The leaflets **Confidentiality – it's your right** and **How to see your health records** give you more information about your right to confidentiality and your right to see your health records.
- You can get these leaflets from GP and dental surgeries, hospitals and other places where you get NHS care.
- If you can't find the leaflets in these places ask your local NHS board for a copy, phone the NHS inform Helpline on **0800 22 44 88**, or look on the internet (www.hris.org.uk).

Local contact details

- Data Protection Officer
Information Governance Team
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Forth Valley

How the NHS protects your personal health information

Under the Data Protection Act 1998, you have a right to know who holds personal information about you. This person or organisation is called the data controller. In the NHS, the data controller is usually your local NHS Board and your GP surgery.

- Your personal health information is information which identifies you. The NHS must keep your personal health information confidential. It is your right.
- Your personal health information is kept in records. Your health records contain information about your health and any care or treatment you have received. Records can be written on paper, held on computer, or both.
- NHS staff use your information to give you the care and treatment you need. They add to your health records every time you get care or treatment.

- You have the right to see or have a copy of your health records.
- If you want to do this, write to the practice manager at your GP surgery or the records manager at the hospital or other NHS organisation that holds your records.
- You may have to pay to see your records, but you don't need to give a reason for wanting to see them.
- If you are not happy with anything written in your records, speak to a member of NHS staff providing your care.

- Your information may be shared with other NHS staff involved in your care.
- Sometimes the NHS uses relevant information about your health to help improve the general public's health and NHS services, or to check that money has been spent properly. Wherever possible, information that identifies you is removed.

- If the NHS uses information which identifies you for teaching and research, they must ask your permission.
- Sometimes your health information will be shared with people outside the NHS who need it so they can give you care and treatment – for example with a carer, a home help or a social worker – but only if you agree.
- Usually the NHS will not share your personal health information with people – for example with a relative, carer or friend, without your permission.
- Sometimes the law allows the NHS to share your personal health information without your permission, for example to investigate a serious crime or to protect a child or vulnerable adult from harm.
- If you are concerned about your information being shared, you can object. You should tell a member of NHS staff involved in your care.