

## You have the right to:

- Confidentiality under the Data Protection Act 1998, the Human Rights Act 1998 and the common law duty of confidence (the Disability Discrimination Act 2005 and the Race Relations Act 1976 and Amendment 2000 may also apply)
- Ask for a copy of all records about you held in paper or electronic form (you may have to pay a fee)
- Restrict the disclosure of your personal information

## We have a duty to:

- Maintain full and accurate records of the care we provide to you
- Keep records about you confidential, secure and accurate
- Provide information in a format that is accessible to you (for example, in large type if you are partially sighted)

## More information

If you would like more information about how the NHS uses your information you can:

- Refer to the Care Record Guarantee for England that was revised in January 2011 and is available to download from <http://systems.hscic.gov.uk/rasmartcars/strategy/nhscrg>
- Speak to the person in charge of your care
- Write to the Trust's Caldicott Guardian care of;

The Information Governance Manager  
Royal United Hospitals NHS Foundation Trust  
Health Informatics Service  
Apley House  
Combe Park  
BATH  
BA1 3NG

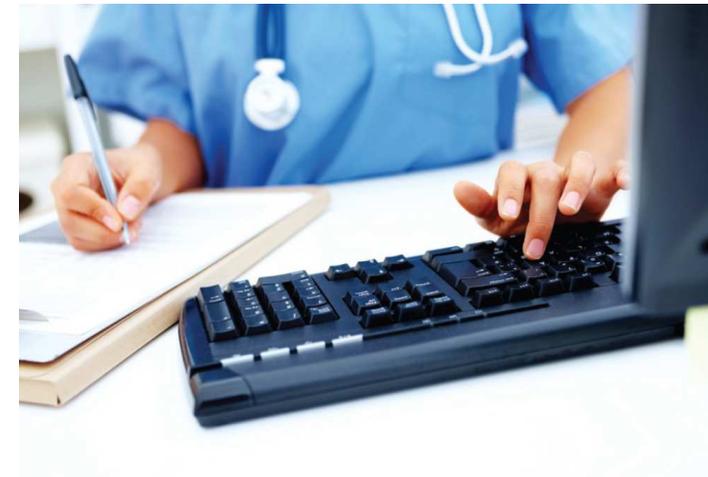
If you require this leaflet in a different language, or format then please email: [ruh-tr.IGQueries@nhs.net](mailto:ruh-tr.IGQueries@nhs.net)

For further information please visit our website at <http://www.ruh.nhs.uk/>

## Patient Information

### Protecting your information

A guide to how information about you is used in the NHS



As an NHS organisation we collect various types of patient information which we hold confidentially and use for the purposes of your health including:

- Your full name, date of birth and address
- Medical test results, symptoms and diagnosis

It is really important that all the information we hold about you is accurate so please inform a healthcare professional if anything changes. For example your next of kin, surname or address.

You have our commitment that we will use your records in ways that respect your rights and promote your health and wellbeing. We will never sell your data to marketing companies.

### The information we hold about you, helps us to:

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- Provide a good basis for all health decisions made by you and healthcare professionals
- Make sure your care is safe and effective
- Work effectively with others providing you with care

### Other times we may also use your information:

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There may also be occasions where we use your information, these include the following:

- To check the quality of care
- To protect the health of the general public
- To keep track of NHS spending
- To manage the health service
- To help investigate any concerns or complaints you or your family have about health care
- To teach healthcare professionals
- To help with research
- To report infectious diseases
- To report wounds to the police (gunshot injuries for example) as per our legal duty

It is RUH Foundation Trust policy to ensure that patient identifiable data is only used where clinically required. Where data is required for secondary purposes, for example planning purposes, anonymised data is used.

### Who do we work with?

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We work closely with many organisations in order to provide the best possible care to you. This means that with your consent, where this is beneficial to your health or in your vital interests, your information will be shared with organisations including the following:

- Your GP practice
- Acute and Community Trusts
- Mental Health Trusts
- Clinical Commissioning Groups
- Social Services
- Health support services

Health and social care professionals should have the confidence to share information in the best interests of their patients. This means that where necessary we will also share your health information with other health care providers/professionals involved in your care.