

**Your information may also, subject to strict agreements describing how it will be used, be shared with:**

- Other NHS agencies, eg. the Southern Central Commissioning Support Unit (CSU) (East)
  - Organisations commissioned by the NHS to perform data extraction, such as Sollis/ Apollo
  - The Health and Social Care Information Centre (HSCIC)
  - Local Authority Social Services departments and other providers of health and social care
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## How you can get access to your own health records

The Data Protection Act 1998 allows you to find out what information about you is held on computer and in certain manual records. This is known as “right of subject access.” It applies to your health records.

If you want to see them you should make a written request to the NHS organisations where you are being, or have been, treated. You are entitled to receive a copy but should note that a charge will usually be made. You should also be aware that in certain circumstances your right to see some details in your health records may be limited in your own interest or for other reasons.

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## Further information

If you would like to know more about how we use your information or if, for any reason, you do not wish to have your information used in any of the ways described in this leaflet please speak to the health professionals concerned with your care or the Practice Manager.

Two websites in particular may also be helpful:

SCR – [www.nhs.gov.uk/record-keeping/summary-care-records](http://www.nhs.gov.uk/record-keeping/summary-care-records)

CES – [www.england.nhs.uk/ourwork/tsd/data-info/](http://www.england.nhs.uk/ourwork/tsd/data-info/)

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## Summary Care Record (SCR)

In 2012, the NHS in Oxfordshire began to participate in a national NHS initiative to make a limited amount of information available electronically, which can be used to support your care in an emergency. Previously if you had an accident and needed treatment, information from your record had to be requested by letter, email, fax or phone.

Your Summary Care record contains a very limited amount of information covering: (i) medicines you are taking, (ii) allergies you suffer from, and (iii) any bad reactions to medicines that you have had.

Healthcare staff will ask your permission every time they need to look at your SCR. If they cannot ask you (e.g. you are unconscious), healthcare staff may look at your record without asking you. If they have to do this, they will make a note on your record.

## Care Episode Statistics (CES)

In 2013, the NHS in England began to extract data from GP computer systems in order to build the ‘care.data’ database covering primary and secondary care. This includes (i) demographic information, (ii) clinical data, (iii) referrals, and (iv) prescriptions. Names and addresses are not extracted but NHS numbers and postcodes are used to join the information with data taken from hospitals.

No person-identifiable data will be released. Aggregated (and thus anonymous) data will be published openly, but record-level data will only ever be made available to accredited organisations (e.g. commissioners) after it has been pseudonymised.

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## Opting out

You can easily opt-out of having your information shared in most (but not all) of the ways outlined in this leaflet. To do this you simply need to inform your GP Practice of your wishes. You may be asked to sign a form to confirm your decision.

# HOW YOUR INFORMATION IS USED



This leaflet explains why information is collected about you and the ways in which this information may be used.

For more details contact:  
**Information Commissioners Office**  
tel: **0303 123 1113**  
Web: [www.ico.org.uk/](http://www.ico.org.uk/)

## Why we collect information about you

Your doctor and other health professionals caring for you keep records about your health and any treatment you receive from the NHS. These help ensure that you receive the best possible care from us. They may be written down (manual records), or held on a computer. The records may include:

- basic details about you, e.g. address and next of kin
- contacts we have had with you, e.g. clinic visits
- notes and reports about your health and any treatment and care you need
- details and records about the treatment and care you receive
- results of investigations, e.g. X-rays and laboratory tests
- relevant information from other health professionals, relatives or those who care for you and know you well

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## How your records are used to help you

Your records are used to guide and administer the care you receive to ensure:

- your doctor, nurse or any other healthcare professionals involved in your care have accurate and up-to-date information to assess your health and decide what care you need when you visit in the future
  - full information is available should you see another doctor, or be referred to a specialist or another part of the NHS
  - there is a good basis for assessing the type and quality of care you have received
  - your concerns can be properly investigated if you need to complain
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## How records are used to help the NHS

Your information may also be used to help:

- look after the health of the general public
- pay your GP, dentist and hospital for the care they provide
- audit NHS accounts and services
- investigate complaints or untoward incidents
- make sure our services can meet patient needs in the future
- prepare statistics on NHS performance
- review the care we provide to ensure it is of the highest standard
- teach and train healthcare professionals
- conduct health research and development

Some of this information will be held centrally, but where this is used for statistical purposes stringent measures are taken to ensure that individual patients cannot be identified.

Patient information in anonymised form (where it is not possible to identify any individual patient) may on occasion be passed to universities and research institutions contracted by the NHS to assist with data analysis. It may also be used by the GP Practice to help us plan services for our patients and the wider health community.

Where it is not possible to use anonymised information, personally identifiable information may be used for essential NHS purposes, including research and auditing of services. This will only be done with your consent, unless the law requires information to be passed on to improve public health.

Patient information may be used by the GP Practice to help identify specific patients who may be at risk of certain events (e.g. admission to hospital, or developing a disease), in order to help us try to prevent such events, where possible.

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## How we keep your records confidential

Everyone working for the NHS has a legal duty to keep information about you confidential.

You may be receiving care from other organisations as well as the NHS (like Social Services). We may need to share some information about you so we can all work together for your benefit.

We will only ever use or pass on information about you if others involved in your care have a genuine need for it. We will not disclose your information to third parties without your permission unless there are exceptional circumstances, such as when the health or safety of others is at risk or where the law requires information to be passed on.

**Anyone who receives information from us is also under a legal duty to keep it confidential.**

We are required by law to report certain information to the appropriate authorities. This is only provided after formal permission has been given by a qualified health professional. Occasions when we must pass on information include:

- notification of new births
- where we encounter infectious diseases which may endanger the safety of others, such as meningitis or measles (but not HIV/AIDS)
- where a formal court order has been issued

**Our guiding principle is that we are holding your records in strict confidence**

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## Who are our partner organisations?

The principal partner organisations, with whom information may be shared:

- Oxford University Hospital NHS Trust
- Oxfordshire Clinical Commissioning Group
- Oxford Health NHS Foundation Trust
- South Central Ambulance Service