

# Wrenbury Surgery

Issued October 2007

## Patient Confidentiality

As our patient you will be giving us information about yourself and your illness which could be of a sensitive nature and which you may not wish to be widely known.

We must keep records about you, your health and the care we have provided to you.

### The people who care for you use your records to:

- Provide a good basis for all health decisions made by you and the professionals caring for you.
- Make sure your care is safe and effective.

Confidentiality is of paramount importance and is maintained between yourself and the Primary Health Care Team. The NHS is dedicated to protecting your information.

Everyone working for the NHS has a responsibility and a legal duty to protect your information, so that information is not disclosed to unauthorised bodies or people. Information is recorded either on paper or in computer files. However, it is all treated with the same strictly controlled

confidential care. Any disclosure of your records to a third party will only be after signed consent to a specific instruction by yourself to do so.

We need to be able to move electronic information from system to system, extracting the data and modifying it for the next system. Tests will need to be made periodically on the data, to check that it has been transferred correctly. This is done under secure, carefully controlled conditions. The law strictly controls the sharing of some types of very sensitive 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).

Anonymous, factual information is also used to plan future services and when taking part in national surveys. For example surveys about cancer rates within the population. If you do not wish to be included in these surveys you are able to 'opt out' by informing your doctor or nurse.

If information is used for teaching purposes steps are taken to prevent identification.

As with any rules there may be exceptions. We may have to pass on your details during a public health emergency or to the police when ordered to do so by a court.

Your records will also be used to help investigate any concerns or complaints you or your family have about your health care.

All NHS employees sign a confidentiality clause within their contract but information may be passed from one to another, as previously explained, only with your permission.

## CONFIDENTIALITY IS YOUR RIGHT

Information about you as an individual belongs to you and you are able to have access to your records if you request to see them.

### You have the right:

- To confidentiality under the Data Protection Act 1998, the Human Rights Act 1998 and the common law duty of confidence.