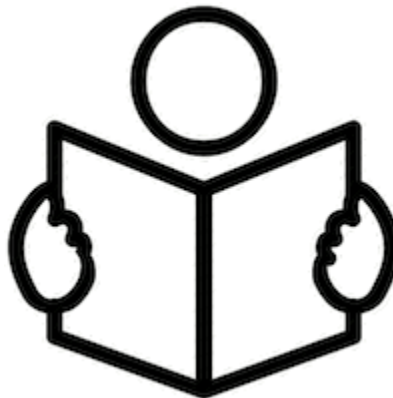


## Privacy Notice – How We Use, Share and Protect Your Personal Information









### EASY READ VERSION



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every time

## Information we hold about you

- Your name, date of birth, address and telephone number 
- Your health needs, medical conditions and any medication you are taking 
- Next of Kin – for e.g. this could be husband or wife, parents or guardians/children 
- Results of any scans, X-rays and tests 
- Details of visits to the hospital 
- The name of your GP with address of the Surgery/Practice 

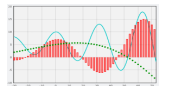
It is important for us to have your full medical history as this will help staff to give you the appropriate treatment and care plans according to your needs.

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## Why we keep information about you and what is it used for:

- To provide you with the right care and treatment at the right time
- To check the quality of your care
- Investigate any concerns you may have about your care
- Check that the NHS is providing a good service
- Planning healthcare services for the future
- Looking after the health of the general public



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## Who we share your information with

We share information about you with other doctors, hospitals or non-NHS organisations that provide care for you.

For example:

- Other NHS Trusts, NHS England, Health Authorities, particularly if you have relocated
- Local social services and school services
- GPs
- Community organisations that provide care
- Bodies with special powers e.g. Care Quality Commission



Not everyone who works in healthcare automatically has access to see all your information, as we keep this secure and confidential. Information that can identify you is only shared with other organisations where it is lawful to do so.

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## What are your rights?

Under data protection law you have a number of rights. These are listed below:

- You have the right to ask for a copy of your record
- You have the right to have your information kept safe and secure
- You have the right to check the information about you is correct and have errors corrected
- You have the right of erasure – you can request to have your personal data deleted in some circumstances
- You have the right to ask that your information is only used for your care and treatment.
- You have the right to know how your information is being used



If you want to look at your records or if you have some questions about them, please ask a member of staff and we can help.

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## Our duty to safeguard your information



The law says that everyone working for the NHS has to keep information about you safe and strictly confidential.

We will not share your information without your permission unless:

- There is a legal duty to do so, for e.g. a court order or prevention of crime
- Disclosure is necessary to safeguard you or others, or is in the public interest

### Further Information and contact:

<p>If you would like any further information please look at our Notice of Fair Processing on our Website: <a href="http://www.buckshealthcare.nhs.uk">www.buckshealthcare.nhs.uk</a></p>	
<p>If you have any queries about the content or use of your information please contact:</p>	
<p><b>Patient Advice and Liaison Service</b>  <b>Buckinghamshire Healthcare NHS Trust</b>  <b>c/o Stoke Mandeville Hospital</b>  <b>Mandeville Road</b>  <b>Aylesbury</b>  <b>HP21 8AL</b>  <b>Telephone: 01296 315000</b></p>	
<p>Email: <a href="mailto:bht.pals@nhs.net">bht.pals@nhs.net</a></p>	

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