

## Who are our partner organisations?

### The principal partner organisation, with whom information may be shared:

Health Authorities  
NHS Trusts  
Primary Care Trusts  
Ambulance Services

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

NHS Common Services Agencies and such as  
Primary Care Support Services  
Social Services  
Education Services  
Local Authorities  
Voluntary Sector Providers  
Private Sector Providers

### Your electronic record and your sharing preferences'

The General Practice or Clinical Service you are attending uses a **secure computerised records system**, which allows clinical staff to **share** information in your record to ensure the best care can be provided to you.

A facility is now available in this system which allows you to have **control** over how your record is shared between the different teams of clinical staff treating you both now and in the future.

You will be asked at each location where you are treated to agree to make your clinical record shareable with other NHS staff that you are under the care of.

At any time in the future you can request that this is changed.

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

If you want to see them you can make an initial enquiry for details about the procedures by telephoning the named person below or make a written request to:

**Elaine Oldroyd**  
**Practice, Finance Manager**  
**North Road Suite**  
**Ravensthorpe Health Centre**  
**Netherfield Road**  
**Ravensthorpe**  
**Dewsbury**  
**WF13 3JY.**  
**01924 351522**

You are entitled to view or receive a copy but should note that in certain circumstances 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.

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 Information Governance Lead (Lynne Bolton – Practice Development Manager, at the above address).

You can find out more information about Care.data and Enhanced Care Data (Your record sharing preferences on the Practice Website see front of leaflet).

## YOUR INFORMATION WHAT YOU NEED TO KNOW



**North Road Suite**  
RAVENSTHORPE HEALTH CENTRE

**Ravensthorpe Health Centre**  
**Netherfield Road,**  
**Ravensthorpe,**  
**Dewsbury**  
**WF13 3JY**

**Tel: 01924 351520**

**Fax: 01924 452998**

**Web-site:**

**[www.northroadsuite.gpsurgery.net](http://www.northroadsuite.gpsurgery.net)**

■ **Dr. Natarajan Chandra. MB BS FRCS D.Occ.Med MRCP**

■ **Dr. Srinivasan Nagarajan. MB BS FRCS MS (Gen Surg)**

■ **Dr. Sharmala Ramalingam. MB BS DRCOG MRCP DFFP**

## Why we collect information about you

**Your doctor and other health professionals caring for you keep records about your health and any treatment and care you receive from the National Health Service. 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, such as address and next of kin
- ✗ Contacts we have had with you, such as 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, such as X-rays and laboratory tests
- ✗ Relevant information from other health professionals, relatives or those who care for you and know you well

## 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

## How your records are used to help the NHS

**Your information may also be used to help us:**

- ✗ 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, legal claims or untoward incidents
- ✗ Make sure our services can meet the patient needs in the future
- ✗ Prepare statistics of 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. Anonymous statistical information may also be passed to organisations with a legitimate interest, including universities, community safety units and research institutions.

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

**See important information leaflet about Care.data from October 2013 available in the Practice or visit [www.hscic.gov.uk](http://www.hscic.gov.uk)**

## How we keep your records confidential

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

We will only ever use or pass on information about you if other 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. (please see the reverse of this leaflet for more information about your preferences for record sharing consent).

**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.**