

Can I get a copy of my information?

Yes! Your parents/guardian will need to write or email us and tell us what you want to see. Depending on your age, you may be able to ask for them yourself.

Contact:

Health Records

Midlands Partnership NHS Foundation Trust
Trust Headquarters

Corporation Street Stafford
Stafford

ST16 3SR

Email: health.records@mpft.nhs.uk

What is the legal stuff..?

Any personal information we hold about you is processed for the purposes of provision of health or social care or treatment or the management of health and social care systems and services under chapter 2 section 9 of the Data Protection Act 2018.

This means that by law the Trust is OK to process your information once you and your parents say we can which will help us make the best choices about your care and treatment.

What are my rights?

If we need to use your information for any other reason, we will tell you and your parents/guardian and get consent.

You can have a copy of your records, ask us to correct any mistakes, withdraw your consent and ask us to share your information with other people at any time.

Who do I contact with questions?

If you have any questions or complaint in regards to your information, contact:

Peter Kendal—Data Protection Officer

Information Governance

Midlands Partnership NHS Foundation Trust

Morston House

Newcastle-Under-Lyme

Staffordshire ST5 1QS

Email: infogov@mpft.nhs.uk

If you are not happy with our answer, then you can contact:

The Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Information Governance

Keeping Stuff About You Private!

A privacy guide for
young adults and
children

What do we collect?

This leaflet is about what happens to the information that Midlands Foundation NHS Trust collects about you whenever you come to see us or we visit you and how we keep it safe.

We collect information such as:

- ◇ Your name
- ◇ Why you are coming to see us
- ◇ Your date of birth
- ◇ Your address
- ◇ The name of the person who looks after you
- ◇ Your family doctor
- ◇ What we do to care for you

Why do we collect it?

The Trust collects information from you so that they can deliver the best care for you that they can.

We ask for your address so that we can contact you.

We write down things that you tell us, we tell you and what treatment we give to you.

What do we do with it?

We keep the information we collect electronically and on paper. This is called your health record or notes. Only staff involved with your care will be able to read your records so they can decide about the best care for you.

Who do we share it with?

We may need to share your information with other people and organisations, such as:

- ◇ Other hospitals
- ◇ Your Doctor
- ◇ Social Services
- ◇ Your school

We may also tell your parents about this and let them decide how your information is used, dependant on your age.

If you tell us something that makes us worried about your safety or the safety of someone else you know, we might have to share this with other people outside the hospital as it is our job to keep you and others safe.

Keeping your records safe

Everyone working in our Trust understands that they need to keep your information safe. They have training every year to remind them. We tell them that they are only allowed to look at your information if they are involved with your care. They understand that they must keep your information safe, especially information that identifies you.

How long do we keep your information?

We will keep your records until at least your 26th Birthday after this it will be destroyed unless it is needed for your ongoing care or necessary under a legal basis. There are Codes the Trust must adhere to such as the Records Management NHS Code of Practice for Health and Social Care which tell us how long we should keep them for.

