

## Your Rights

If you have any concerns about the information that we hold about you, you can talk to the member of staff that you have had contact with. You also have the following rights:

- ◇ To have access to the information that we hold about you
- ◇ To have any inaccurate data amended (where the inaccuracy can be confirmed) - let us know of any changes to your details e.g. address
- ◇ The right to object to us holding or sharing information about you
- ◇ The right to know what we hold and how long we keep your information
- ◇ The right to withdraw consent, where relevant
- ◇ The right to lodge a complaint with a supervisory authority
- ◇ The right to be informed of details of automated decision-making, including profiling
- ◇ The right of data portability

## Contacting Us

You can make a request for the information we hold about you by writing to or emailing:

Health Records  
Midlands Partnership NHS Foundation Trust  
Trust Headquarters  
Corporation Street  
Stafford ST16 3SR  
Email: [health.records@mpft.nhs.uk](mailto:health.records@mpft.nhs.uk)

If you would like to lodge a 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](mailto:infogov@mpft.nhs.uk)

If following a review, you are still not satisfied with the outcome you have the right to apply directly to:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF



**Midlands Partnership**  
NHS Foundation Trust  
*A Keele University Teaching Trust*

## Information Governance

## Privacy and Confidentiality

## Keeping Your Information Safe

## Why Do We Collect Personal Information About You?

Midlands Partnership NHS Foundation Trust is committed to making sure that the information you share with us is held securely.

Our staff members are trained in information security and confidentiality, and there are contracts and strict policies in place to ensure your information is safe.

The staff caring for you need to collect and maintain information about your health, treatment and care, so that you are given the best possible care.

Our legal basis for collecting and sharing your personal information about you are:

Sensitive personal data—9(2)(h) "Necessary for the reasons of preventative or occupational medicine, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services"

Personal data—6(1)(e) "Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Trust.

## Why Do We Need To Share?

We hold information which may include name, address, DOB etc. and also medical conditions, results, future care etc. Your information can be held in a variety of formats, including paper records, electronic, and in video and audio files.

We will only share your information with other organisations when it is necessary for your direct care, where there is a legal requirement or where you have given consent to sharing.

People involved in your care need to know about your health or welfare so that we can provide the best level of service. These services may include your GP, district nurses, social worker and non-NHS organisations where they are contracted to provide support services for us. These may include educational services and local authorities.

We will also share information where it is necessary for safeguarding individuals, or where it is required/allowed by law.

Any agency that we share information with, in connection with your care, will have a legal duty to keep it confidential.

## When do we need to share?

Your information may be shared for the following reasons:

- ◇ To provide you with the best care
- ◇ To check the quality of your care
- ◇ To ensure that you have access to essential services
- ◇ To manage and improve services e.g. through clinical/practice audits
- ◇ If it is required by law or by the courts
- ◇ In exceptional circumstances, if it is in the public interest, e.g. serious crime
- ◇ If it is related to a notifiable disease and is a risk to public health
- ◇ To help research, with consent or with identifiable information removed
- ◇ We also share anonymised information with Public Health to help plan for the future

When we need to destroy your records, the Trust follows the recommendations of the Records Management Code of Practice for Health and Social Care 2016.