

We will only disclose your information to a third party **without your permission** if 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. Again if we need to disclose your information we will ensure it is kept secure.

Anyone who receives information from us is also under a legal duty to keep it confidential and secure.

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.

Our guiding principle is that we are holding your medical records in strict confidence and with a high level of security.

Who are our partner organisations?

The principle partner organisations, with which information may be shared, are:

- Clinical Commissioning Group (CCG)
- NHS Trusts
- General Practitioners (GPs)
- Ambulance Service

- NHS Dentists
- NHS Optometrists
- Pharmacists
- Out of hours services

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

- Social Services
- Education Services
- Local Authorities
- Voluntary Sector Providers

We have a duty to ensure your information is accurate and up to date. Part of this is checking that we have the correct contact and treatment details about you.

Further information

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 our Practice Manager, Mrs Lin Bennett or the health professional involved with your care.

You can also contact:

The Caldicott Guardian
South Sefton CCG
3rd Floor
Merton House
Stanley Road
Bootle
Tel: 0151 247 7000

Ford Medical Practice

91-93 Gorsey Lane
Litherland
L21 0DF

Tel No: 0151 949 2000
Fax No: 0151 949 2048



YOUR INFORMATION

What you need to know

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Why we collect information about you.

Your doctor and other health professionals caring for you, keep records about your health and any treatment or care you receive from the NHS. 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 e.g. name, address, date of birth, NHS number
- Contact telephone numbers
- Email address
- Contacts we have had with you, such as GP/Nurse consultations, home visits
- Notes and reports about your health and any treatment of care you need
- Details and records about treatment and care you receive
- Results of investigations, such as X-Rays and laboratory tests
- Relevant information from other health professionals, relatives or your carer(s)

The NHS has a legal duty to keep your information confidential and secure

The law requires us to report certain information to the appropriate authorities. This is only done after formal permission has been given by a qualified health professional. Occasions when we must pass on information include:

- Notification of a new birth
- Infectious diseases which may endanger the safety of others, such as meningitis or measles
- Where a formal court order has been issued

How your records are used to help you

We use your records to guide and administer the care you receive so that ...

- Healthcare professionals caring for you have accurate information to assess your health and decide what care you need in the future
- We contact you for health checks e.g. immunisations, chronic disease management, cervical smears or other preventative treatment
- Full information is available if you see another doctor, are referred to a specialist or another NHS service
- There is a good basis for assessing the type and quality of care you have received
- We can properly investigate your concerns or questions.

- We can contact you. Landline and mobile numbers may be shared with other healthcare professionals, unless you express a wish for this not to happen. We may also contact you via text, again unless you express a wish for this not to happen.

How your records are used to help the NHS

We may use your information to help us:

- Look after the general public's health
- Make sure our services can meet patients' needs
- Review the care we provide to ensure it is of the highest standard
- Train health professionals
- Receive payment for the care and service provided

When we share your information with other services

You may receive care from other people as well as the NHS. We may need to share some information about you so we can all work together for your benefit. We only use or pass on information about you if others involved in your care have a genuine need for it. If we pass on any information we will ensure it is kept secure and confidential.