

The Trust has information sharing agreements with the following types of organisations locally:

- Health care trusts
- GPs
- Clinical commissioning groups
- Local authorities
- Social services
- Police service
- Probation service

However, we will not usually disclose your information to people, services, organisations or agencies, including those mentioned above, without your permission. The only times we may disclose information are in exceptional circumstances, such as when the health or safety of you or another person (including children) is at risk, or where the law requires the information to be passed on. Where we do share information with others we will only use the minimum information necessary for the purpose. Again, if we do need to disclose your information we will ensure it is kept secure.

## Your rights

The Data Protection Act 1998, allows you to access the information about you which is held on computer and in paper records. This is known as 'right of subject access'. It includes your health records.

If you want to see them you should make a request in writing to the health records department at the hospital where you are being or were treated. You are entitled to receive a copy but should note that a charge may be made. You should also be aware that in certain specific circumstances, some of the information held about you may be withheld.



If at any time you would like to know more about how we use your information you can speak to the person in charge of your care or contact:

### Information governance

Oaks Building  
Kendray Hospital  
Barnsley  
S70 3RD

Email: [infogov@swyt.nhs.uk](mailto:infogov@swyt.nhs.uk)  
Telephone: 01226 644003

Or

### Director of nursing, clinical governance and safety

Oaks Building  
Kendray Hospital  
Barnsley  
S70 3RD

# Confidentiality of your information



With all of us in mind

At South West Yorkshire Partnership NHS Foundation Trust we aim to provide you with the highest possible quality of health care. To do this we must keep records about you, your health and the care we have provided or plan to provide for you.

We are committed to using records about you in a way which respects your rights and promotes your wellbeing.



## Why do we collect information about you?

Your information may be held on paper or electronic records, or both.

The staff who look after you use your records to:

- Provide a good basis for all the health decisions we make
- Make sure your care is safe and effective
- Work effectively with others to provide your care

For this reason we need the information we hold about you to be as accurate and up to date as possible. Please let us know if any of your personal details change.

## What else we might use this information for?

The Trust may also need to use records about you to:

- Check the quality of the care provided (this is called clinical audit)
- Protect the health of the general public
- Ensure that we provide the best health care as cost effectively as possible
- Help us to manage and develop services by using monitoring
- Investigate any incidents which occur, or any concerns or complaints that you may have about your care. This may involve liaising with other services involved in your care, and in some circumstances other NHS bodies may be involved in regulating the services we provide
- Give essential learning opportunities for our staff to develop and improve their skills and knowledge
- Supervise staff

- Support research to find the best approaches to care and treatment
- Help us to plan and develop the best health care in the future
- Support the commissioning and provision of services including financial audit

We would like to reassure you that although we may use information from your records for these purposes we will usually use the information in a way that does not identify you personally or seek your permission to use the information. All of our staff have a legal duty to keep information about you confidential and secure, although there are some very rare circumstances when we are required by law, in the interests of public safety, to disclose information.

## Our partner organisations

You may be receiving care from other people as well as the NHS (like social services). We may need to share some information about you so we can all work together for your benefit. We will only ever use or pass on information about you if others involved in your care have a genuine need for it. When we pass on any information we will ensure it is kept confidential and secure. In many cases we provide care to you jointly with our partner organisations. Where this is the case it will be explained to you by the person providing your care.

We will not usually disclose information to your family or carer without your agreement. This will be discussed with you and with your agreement we will keep your relatives, friends or carer's up-to-date with your care and treatment.

If you have any concerns about your information being shared you should discuss this with the person providing your care.