







Privacy Notice – How We Use, Share and Protect Your Personal Information



EASY READ VERSION



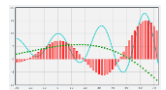
Information we may collect about you

- Your name, date of birth, address and telephone number 
- Your health needs, medical conditions and any medication you are taking 
- Details of your Next of Kin – this could be husband or wife, parents or guardians/children 
- Results of any scans, X-rays and tests 
- Details of visits to the hospital, such as appointment dates 
- The name of your GP with address of the Surgery/Practice 

It is important for us to have your full medical history as this will help staff to give you the appropriate treatment and care plans according to your needs.

Why we keep information about you and what is it used for:

- To provide you with the right care and treatment at the right time
- To check the quality of your care
- Investigate any concerns you may have about your care
- Check that the NHS is providing a good service
- Planning healthcare services for the future
- Looking after the health of the general public



Who we share your information with

The Trust may share and use some of your information to help us look after you. Our Trust takes part in a Shared Care Record which means we share information about you with other doctors, hospitals or non-NHS organisations that provide care for you. Staff only have access to the information they need about you to make decisions about your care and treatment.

For example, we may share with:

- Other NHS Trusts, NHS England, Health Authorities, particularly if you have relocated
- Local social services and school services
- GPs who look after you
- Community organisations that provide care for you with your consent
- Bodies with special powers e.g. Care Quality Commission



Not everyone who works in healthcare automatically has access to see all your information, as we keep this secure and confidential.

Information that can identify you is only shared with other organisations where it is lawful to do so.

CCTV and Body Worn Cameras at our Hospital Sites

- CCTV cameras are used to help prevent and detect crime. All images are deleted after a set time, unless they are needed for further investigation.



- Body Worn Cameras are used within the Trust to protect our staff and patients from all forms of unacceptable behaviour. The cameras are worn in a prominent position and used in an open and honest manner. Images captured by body worn cameras will be automatically deleted after 31 days unless required for evidence purposes. If this is the case, footage may be handed over to the Police if it is required to form part of a criminal investigation

What are your rights?

Under data protection law you have a number of rights. These are listed below:

- You have the right to ask for a copy of your record
- You have the right to have your information kept safe and secure
- You have the right to check the information about you is correct and have errors corrected
- You have the right of erasure – you can request to have your personal data deleted in some circumstances



- You have the right to ask that your information is only used for your care and treatment.
- You have the right to know how your information is being used



If you want to look at your records or if you have some questions about them, please ask a member of staff or you can make a request in writing to:

Medical Records Department
Stoke Mandeville Hospital,
Mandeville Road,
Aylesbury,
Bucks.
HP21 8AL

Or send an e-mail to: bht.subjectaccessrequests@nhs.net

Our duty to safeguard your information



The law says that everyone working for the NHS must keep information about you safe and strictly confidential.

We will not share your information without your permission unless:

- There is a legal duty to do so, for e.g. a court order or prevention of crime.
- Disclosure is necessary to safeguard you or others, or is in the public interest.

Further Information and contact:

If you would like any further information, please look at our Notice of Fair Processing on our Website: www.buckshealthcare.nhs.uk or speak to a member of staff who will assist you.



If you have any queries about the content or use of your information, please contact:

Patient Advice and Liaison Service
Buckinghamshire Healthcare NHS Trust
c/o Stoke Mandeville Hospital
Mandeville Road
Aylesbury, HP21 8AL
Telephone: 01296 315000



Email: bht.pals@nhs.net

Or you can contact the Data Protection Officer:

Data Protection Officer
Information Governance Department
IT Hub, Haleacre Unit
Amersham Hospital
Whielden Street
Amersham,
Bucks, HP7 0JD



Email: buc-tr.info.gov@nhs.net

If you are unhappy with the use of your information you can contact:

The Information Commissioner's Office (ICO)
Wycliffe House
Water Lane
Wilmslow
Cheshire, SK9 5AF
Telephone: 0303 123 1113 or 01625 545745



Information Commissioner's Office website www.ico.org.uk