

For more information

You can find plenty of information on the NHS inform website about:

- NHS Scotland
- how the NHS handles your personal health information
- how to see your health records
- confidentiality when using the NHS
- keeping your information safe with SPIRE, the Scottish Primary Care Information Resource
- how to make a complaint or escalate concerns about your data
- information for young people
- Data Protection Officers in NHS Scotland
- your privacy rights on ico.org.uk

You can also get this information from GP and dental surgeries, hospitals and other places where you get NHS care. Or you can ask your local NHS Board for a copy of this leaflet, phone the NHS inform helpline on **0800 22 44 88** or look on the internet: www.nhsinform.scot

Contact NHS inform for information in other languages and formats.

The security of your data matters to us

NHS staff, data-sharing partners and subcontractors are trained in how to safely handle your information. The NHS is required to comply with Cyber Essentials® and best practice in information security standards, such as the ISO 27001.



The EU Network and Information Systems Directive requires the NHS to improve its security measures.

Contact us

The contact details of your local Data Protection Officer are available on the websites of your NHS Health Board, hospital and NHS inform.

www.nhsinform.scot/data-protection



Produced by NHS inform



How the NHS handles your personal health information

Version June 2018
Next review June 2020

The NHS will only share your personal health information in a lawful and fair manner.

- Your personal health information is information about your health that identifies you. It's also called personal health data.
- Your local NHS Board and your GP surgery are usually the main organisations that will hold and be responsible for your personal health data. But other organisations such as your dentist, your community pharmacy or social care services may also hold some of it. These organisations are called "data controllers".
- Your health records contain information about health and any care or treatment you have received. Records are written on paper, held on computer or both.
- The NHS uses your information to provide the care and treatment you need. It adds to your health records every time you get care or treatment.
- When your care is provided jointly by the NHS and local authorities the NHS may share relevant information with other people involved in your care, including social work and community services. But only information that is relevant to your care will be shared.

Your privacy rights

- ✓ You have the right to know if your personal health data is being used across NHS Scotland
- ✓ You have the right to see and have a copy of your health records at no charge
- ✓ You have the right to have your data kept up to date and corrected as appropriate
- ✓ You have the right to ask for data no longer needed to be erased
- ✓ You have a right to raise a concern about your data
- ✓ You can expect health care professionals to abide by their duty of confidentiality

- Usually the NHS will not share your personal health data with, say, a relative or friend without your permission – unless it is in your best interest and you are unable to give consent yourself.
- To help improve the public's health and NHS services, or to check that money has been spent properly, the NHS uses relevant information about you, your health and the healthcare services you have used. Wherever possible, information that identifies you is removed.
- If health data that identifies you is used for teaching or research, you will be asked to give your permission.

Most rights come with specific conditions in the new law.

Find out more about your privacy rights, please see the websites of the Information Commissioner's Office, NHS inform and your local NHS Health Board.

If you are not happy with anything written in your records, first speak to a member of the NHS staff providing your care.



- The NHS may also share some of your details if needed, for example, to investigate or prevent a serious crime, to protect a child or vulnerable adult from harm and to provide care and treatment for you. In any case, the NHS will only will share the minimum data required, and will share data only in compliance with the law.
- If you have any questions about your information being shared, you should tell a member of the NHS staff involved in your care. If you believe there is no need to share your information, you can object.