

Holding your information – what, why, when, and who



This practice uses the same IT system for storing patient information as the teams providing NHS community and mental health care in Portsmouth. This means we can share information about your care – with your consent – to support you more effectively.

What information do we hold about you?

- Your age, contact details and next of kin
- Details of appointments, clinic visits etc
- Records about your health, treatment and care
- Results of tests, x-rays, etc
- Information from other health professionals.

When is your information shared?

We would only share identifiable information about you to support the direct provision of your care. Your identifiable information will not be disclosed to anyone else without your permission, unless in exceptional circumstances – life or death situations, or where the law requires it. Your information is held securely, and used appropriately, and our staff understand their legal and professional obligations to protect your information.

You have the choice to share, or not to share

You can tell us if you don't want any, or some, of your information to be shared outside the practice - it will not affect your entitlement to care, although it may mean that the delivery of your care is less efficient because clinicians will not see your full medical history. If you have any concerns about how your information is shared or held, please contact our Practice Manager.

Access to your health information

You have a right under the Data Protection Act 1998 to access or view information the practice holds about you, and to have it amended or removed should it be inaccurate. We will:

- describe the information we hold about you
- tell you why we hold that information
- tell you who it might be shared with
- at your request, provide a copy of the information in an accessible form

If you would like to access the information we hold about you (known as making a 'subject access request') please contact the Practice Manager.

Who can see your information with your permission?

Clinicians in organisations which use the same IT system as ours for recording and storing patient information can see your healthcare records. Locally this includes most services provided by Solent NHS Trust (www.solent.nhs.uk).

NHS and social care teams working together in combined teams may also access your care plans on our shared IT system, with your permission. The NHS is also developing the capability to share clinical information, regardless of the IT system being used, so other services such as hospitals and out-of-hours teams will be able to access your information in future.

How is anonymous information used?

The NHS uses your information in an anonymous (non-identifiable) way to:

- protect the health of the public
- help us anticipate, plan and provide care
- audit and monitor the quality of services provided

If you would like further information about how we use your information, or if you do not want us to use your information in this way, please contact the Practice Manager.