

Fair Processing Notice (Data Protection Act 1998)

First Community Health and Care CIC processes information on patients in order to provide health care services, and in doing so has to comply with the Data Protection Act 1998. Data held must only be used for specific purposes allowed by law. This notice is to tell you about the types of data held, why that data is held, and to whom it may be passed on.

Why we collect information about you

Health professionals caring for you keep records about your health and any treatment and care you receive. 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, contacts, notes and reports ,details and records of visits, test results;
- And other information relevant to your care.

How your records are used to help you

Your records are used to guide and administer the care you receive.

We are required by law to report certain information to the appropriate authorities. This is only provided after formal permission has been given by a qualified health professional. Occasions when we must pass on information include:

- Where we encounter infectious diseases that may endanger the safety of others, such as meningitis or measles
- Where a formal court order has been issued.

Who we share your information with

Our principal partner organisations, with whom information may be shared:

- **Clinical Commissioning Groups, NHS Trusts, GP's, Ambulance Services**

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

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

What are my rights?

Where we hold personal data, you have the right to apply for access to the information concerned, in a form you can understand.

Your right to withdraw consent for us to share your personal information

At any time you have the right to refuse/withdraw consent to information sharing. The possible consequences will be fully explained to you and could include delays in receiving care.

Where do I get further information?

For further information on how the NHS uses your personal information, please speak to the person in charge of your care.