



Privacy Notice

Keeping your information safe

In order to support your care, healthcare staff maintain records about you. We take great care to ensure your information is kept securely and used appropriately. Our staff are fully trained to understand their legal and professional obligations to protect your information.

Information we hold about you

- Your name, address, NHS number and contact details
- Records about your health, treatment and care

No personal data is collected beyond the minimum necessary for each specific purpose of the processing, and your data will be securely destroyed once there is no longer any need to keep it.

Consent to sharing your information

The first time you attend our group programmes or access our digital programme we will ask for your consent to hold your data and to be able to share it with other organisations, in line with procedures outline in the subsequent sections. However, if you decide that you do not want us to have access to your information or to share it with other organisations then please do not fill in the consent form or mark this as a preference in the settings page of the digital programme.

Sharing information with other organisations

When information is shared, it is passed securely and kept confidentially by the people who receive it. It will only be used for the purpose it has been shared for. This includes providing:

- GPs with updates on your treatment plans
- Other NHS organisations where you have treatment with relevant information

We may also share anonymised information with organisations that help plan local health and care. Identifiable information personal to you is removed before sharing. Organisations that this statement is relevant to include:

- Clinical Commissioning Groups (CCGs)

We facilitate regular testing of our security measures and in the event of a data breach incident we will notify the data protection authority within 72 hours.

Sharing your information without consent

We will usually tell you before we share your information. However, there are times when we may need to share your information without your consent, for example:

- Where there is a risk of harm to you or other people
- Where a serious crime, such as assault, is being investigated or where it could be prevented
- Where there is a legal requirement, for example a road traffic offence has been committed

You may request details of personal information we hold about you under the Data Protection Act 2018 or make a complaint please write to the address below.

Unsubscribing

If you would like to unsubscribe at any time please contact our Information Governance Lead at the address below. If using our digital programme and you would like to stop your data from automatically uploading to the audit database then please visit the settings section of the digital programme.

Information Governance Lead, X-PERT Health, Linden Mill, Linden Road, Hebden Bridge, West Yorkshire, HX7 7DP

This Privacy Policy can also be viewed on our website www.xperthealth.org.uk

Doc Ref: XPH/PP/027	Privacy Notice	Issue No: 4	Issue Date: 22.10.14 Reviewed & Updated: 18.02.20
---------------------	----------------	-------------	--



Transparency Statement – National Data Opt-out

How the NHS and care services use your information - X-PERT Health is one of many organisations working in the health and care system to improve care for patients and the public.

Whenever you use a health or care service, such as attending Accident & Emergency or using Community Care services, important information about you is collected in a patient record for that service. Collecting this information helps to ensure you get the best possible care and treatment.

The information collected about you when you use these services can also be used and provided to other organisations for purposes beyond your individual care, for instance to help with:

- improving the quality and standards of care provided
- research into the development of new treatments
- preventing illness and diseases
- monitoring safety
- planning services

This may only take place when there is a clear legal basis to use this information. All these uses help to provide better health and care for you, your family and future generations. Confidential patient information about your health and care is **only used** like this where allowed by law.

Most of the time, anonymised data is used for research and planning so that you cannot be identified in which case your confidential patient information isn't needed.

You have a choice about whether you want your confidential patient information to be used in this way. If you are happy with this use of information you do not need to do anything. If you do choose to opt out your confidential patient information will still be used to support your individual care.

To find out more or to register your choice to opt out, please visit www.nhs.uk/your-nhs-data-matters

On this web page you will:

- see what is meant by confidential patient information
- find examples of when confidential patient information is used for individual care and examples of when it is used for purposes beyond individual care
- find out more about the benefits of sharing data
- understand more about who uses the data
- find out how your data is protected
- be able to access the system to view, set or change your opt-out setting
- find the contact telephone number if you want to know any more or to set/change your opt-out by phone
- see the situations where the opt-out will not apply

You can also find out more about how patient information is used at:

<https://www.hra.nhs.uk/information-about-patients/> (which covers health and care research); and

<https://understandingpatientdata.org.uk/what-you-need-know> (which covers how and why patient information is used, the safeguards and how decisions are made)

You can change your mind about your choice at any time.

Data being used or shared for purposes beyond individual care does not include your data being shared with insurance companies or used for marketing purposes, however X-PERT Health would never use, or ask for permission to use, your data in this way.

X-PERT Health is compliant with the national data opt-out policy.

Doc Ref: XPH/PP/027	Privacy Notice	Issue No: 4	Issue Date: 22.10.14 Reviewed & Updated: 18.02.20
---------------------	----------------	-------------	--