



## Privacy Notice

### What we do with information about you



When you come to St Andrew's Healthcare, we are given information about you. This information may come from your doctor, care funder, local council or social care authority.

<b>Name</b>	_____
<b>Address</b>	_____ _____ _____
<b>Phone Number</b>	_____

We are given your personal details, this means information like your name, date of birth and address.



We are also told important information about your health and your history.



We will only use information about you where the law says we can.



Most of the time this will be when you have said we can. Sometimes it is because we have to by law. Sometimes it is to help St Andrew's or another organisation.



We will use information about you for your care and treatment. We might use it for research or learning. If we need to use your personal information for research we will ask you if that is OK.



We may need to share your information with others, like your doctor or the council. This is so we can give you the best care.



We have people in charge of making sure your information is looked after very carefully. Everyone who works for St Andrew's is trained in keeping your information private.



If the personal details we have about you are wrong or they change, please tell our Data Protection Officer. The contact details are on the back page.



We will only keep information for as long as necessary. We check records often. At the right time we destroy them so they cannot be used any more.



To access the information that we hold about you, contact:



**Health Records Office**  
St Andrew's Healthcare  
Cliftonville  
Northampton  
NN1 5DG



or email:

[healthrecordsoffice@standrew.co.uk](mailto:healthrecordsoffice@standrew.co.uk)



or telephone:

01604 616000



If you have any questions or worries about what we do with your information, contact:



**Data Protection Officer**  
St Andrew's Healthcare  
Cliftonville  
Northampton  
NN1 5DG



or email:

[informationgovernanceteam@standrew.co.uk](mailto:informationgovernanceteam@standrew.co.uk)



If you are still worried you can contact:



**The Information Commissioner's Office**  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF