



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
- You
- Your care funder
- Local council
- Social care authority.

Name	_____
Address	_____ _____ _____
Phone Number	_____

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 also **collect information** about you, your health and treatment during your stay with us.



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 may also need to **share your information**:

- to find out if **fraud** is happening,
- if there is a **court order**
- if the Care Quality Commission need it for an **inspection**
- if the Police need to **investigate a crime**.

We may need to **share your information** with other people who are looking after you.

This might be:

- GP
- Other doctors
- Other nurses
- Children's services
- Adult services



This is so we can give you the **best care**.

We will **tell you** if we are going to share this information.



We might **not** tell you we are going to share this information if we are worried about **your safety** or the **safety of someone else**.



Staff will only tell your **family, friends and carers** about your care and treatment if you said it is okay.



Your information can also be used for **research** or to help us to **plan our services**.



You can **stop** your confidential information being used for research and planning if you want to.

You can find out more **here**:

<https://digital.nhs.uk/services/national-data-opt-out>



If we use your information for research, we will always try to **remove as much personal detail as possible**.

This means it will be very difficult for someone to tell it is about you.



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.



You can **ask to see** the information we have about you.

You can ask us to **change** any information that is wrong.



You can tell us **not to share** your information, unless we need to because of the law.

You can ask St Andrew's **to give your information** to another organisation.

To see or correct your information, speak to a member of staff on your ward.



You can also contact the **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.

Asking for access to your information



To **access** the information that we hold about you, you can visit:

<https://www.stah.org/patients/patient-records>

or **write** to:

Health Records Office

St Andrew's Healthcare

Northampton

NN1 5DG



or **email**:

healthrecordsoffice@stah.org



or **telephone**:

01604 616000

Asking for information to be corrected



If you think your information is **wrong** or something is **missing** please talk to your care team.



If you have any **questions** about your information or how we use it please speak to your care team or our **Data Protection Officer**:



Data Protection Officer

St Andrew's Healthcare
Northampton
NN1 5DG



or **email**:
informationgovernanceteam@stah.org

If you are still worried you can contact:



The Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF