

Equality Monitoring - Your Information, Your Rights

Equality Monitoring Data

On our patient and staff forms and surveys, we often ask you to fill in details such as your name, address and next of kin. Therein, we may ask you about your age, disability status, marriage/civil partnership status, pregnancy/maternity status, race, religion/belief, sex, sexual orientation or gender reassignment status. This information is known as "equality monitoring data".

Why do we ask equality monitoring questions?

The information helps us improve our services and employment policies and practices. It helps us to:

- understand differences in needs and types of services that different groups and individuals require
- direct our services to those who need them the most
- tailor our services to meet diverse needs

- ensure that everyone can access our services

- know which groups are not making the most of the services we offer• understand why certain groups have worse health outcomes.

- understand our workforce profile to inform policies and practices and ensure equal opportunities for all staff.

Your Privacy

We have a legal duty to keep your personal information confidential, protect your details and deal with information responsibly. The information you give us will not be personally identifiable in our reports. For more information, please visit our website at www.candi.nhs.uk/personal-information or the Information Commissioner's webpage on "special category data".

Your right to object

It is your decision whether to give us your personal information or not. You will have the option to opt-out of equality monitoring wholly or partially. Select the "prefer not to answer" choice.

Your right to be forgotten

You have a right to be "forgotten". You can ask us at any time to remove your personal information from our records. You can request erasure to: equalityanddiversity@candi.nhs.uk

Camden and Islington NHS Foundation Trust will have one month to respond to your request.

Your right to access

You have a right to ask us to tell you what personal information we hold about you, how we use it, who we share it with and where the data comes from. The request to access the information we hold about you is called a "subject access request". The request can be made to: equalityanddiversity@candi.nhs.uk

When you exercise your rights under data protection law, we must respond no later than in one calendar month, starting from the day we receive your request.

Suppose we need something from you to be able to process your request (e.g. ID document). In that case, the time

limit will begin once we receive complete information from you.

If your request is complex or you make more than one, the response time may be a maximum of three calendar months, starting from the day of receipt of your request.

Your right to rectification

If the information we hold about you is inaccurate or incomplete, you can ask us to correct or delete it. This is known as the 'right to rectification'. If your data is incomplete, you can ask us to complete it by adding more details. To do this, please get in touch with the information governance team:

equalityanddiversity@candi.nhs.uk

Your right to restrict the use of data

You can limit how we use your data if you are concerned about the accuracy of the data or how it is used. This right is closely linked to your request to challenge your data's accuracy and object to its use. Please contact:

equalityanddiversity@candi.nhs.uk

To know more about your rights, please visit the Information Commissioner's website

www.ico.org.uk/your-data-matters

Our Trust's Data Protection Officer

You can contact our Data Protection Officer:

Information.Request@Candi.nhs.uk

Your right to complain

If you've had a problem accessing your personal information or have a concern about the way an organisation is handling your information, or your request you have a right to complain.

You should first complain to the Camden and Islington NHS Foundation Trust:

Tel: 020 3317 7102

Email: feedback@candi.nhs.uk

Camden and Islington NHS Foundation Trust, Advice and Complaints Service
1st Floor, East Wing
St Pancras Hospital
4 St Pancras Way
London, NW1 0PE

If you need the support of an interpreter to tell us about your concerns or you have a hearing or visual impairment, please contact us

and we will make appropriate arrangements.

Having done so, if you remain dissatisfied you can make a complaint to the Information Commissioner within three months of your last meaningful contact with the Trust. The following website will guide you on how to make a complaint:

Information Commissioner's Office
Wycliffe House Water Lane
Wilmslow
Cheshire SK9 5AF
Tel: 0303 123 1113

Fax: 01625 524 510

Email: mail@ico.gsi.gov.uk

www.ico.org.uk

You can also seek to enforce your rights through the courts. If you decide to do this, we strongly advise you to seek independent legal advice first.

To Receive this Information in Alternative Format or Language

Please contact:

equalityanddiversity@candi.nhs.uk