

Fair Processing Notice

You and your personal information

Security of information

Confidentiality affects everyone: Camden & Islington NHS Foundation Trust collects, stores and uses large amounts of personal data every day, such as medical records, personal records and computerised information. This data is used by many people in the course of their work.

We take our duty to protect your personal information and confidentiality very seriously and we are committed to taking all reasonable measures to ensure the confidentiality and security of personal data for which we are responsible, whether computerised or on paper.

At Trust Board level, we have appointed a Senior Information Risk Owner who is accountable for the management of all information assets and any associated risks and incidents, and a Caldicott Guardian who is responsible for the management of patient information and patient confidentiality. We also have a Data Protection Officer which is our Head of Information Governance & security and can be contacted on:

information.governance@candi.nhs.uk

Why do we collect information about you?

The doctors, nurses and team of healthcare professionals caring for you keep records about your health and any treatment and care you receive from the NHS. These records help to ensure that you receive the best possible care. They may be written down in paper records or held on computer. These records may include:

- Basic details about you such as name, address, date of birth, next of kin, etc.
- Contact we have had with you such as appointments or clinic visits.
- Mental Health documentation
- Notes and reports about your health, treatment and care.
- Relevant information from people who care for you and know you well such as health professionals and relatives.

It is essential that your details are accurate and up to date. Always check that your personal details are correct when you visit us and please inform us of any changes as soon as possible.

We recognise the need to treat personal data in a fair and lawful manner. No personal information held by us will be processed unless the requirements for fair and lawful processing can be met. This Fair Processing Notice provides a summary of how we will ensure that we do that, by describing:

- * the categories of personal data we may handle
- * the purpose(s) for which it is being processed
- * the person(s) / organisation(s) it may be shared with

This Notice also explains what rights you have to control how we use your information. What laws apply to the handling of personal information?

How organisations can use personal information is determined by Law. The key legislation governing the use of information is listed below:

- * The Data Protection Act 2018
- * The Human Rights Act 1998
- * Freedom of Information Act 2000
- * Computer Misuse Act 1998
- * Audit Commission Act 1998
- * Regulation of Investigatory Powers Act 2000
- * Access to Health Records Act 1990

The Data Protection Act (DPA) is the law that primarily determines how we can use your personal data.

For the purposes of the Data Protection Act, the Trust is the "Data Controller" (the holder, user and processor) of staff information.

Your information will be held in paper and electronic format for a specified period of time as set out in the [NHS Records Management Code of Practice](#) for Health and Social Care and National Archive requirements.

What types of personal data do we handle?

In order to carry out our activities and obligations we handle data in relation to:

- * Contact details such as names, addresses, telephone numbers
- * Emergency contact(s)
- * GP details
- * Next of kin information
- * Email address
- * Bank details (for patient affairs)
- * Personal demographics (including gender, race, ethnicity, sexual orientation, religion)
- * Medical information including physical health or mental condition
- * Information relating to health and safety
- * Offences (including alleged offences), criminal proceedings, outcomes and sentences
- * Complaints, accidents, and incident details

What is the purpose of processing data?

Under the Data Protection Act, the Trust processes your data for the performance of a task carried out in the public interest and in exercising our official authority. This means that it is necessary for us to process your data for those purposes.

Additionally, other alternative conditions may be applicable where the above justification is not available for example, in the event of a life or death situation such as prevent harm being caused by a patient or service user.

Other than where there is a statutory / legal requirement to share your information we will not publish any information that identifies you or routinely disclose any information about you without your express consent. At any time you have the right to refuse / withdraw consent to information sharing.

How you can access your records

The Data Protection Act 2018 gives you a right to access the information we hold about you on our records. You can request this information by contacting the information governance department on information.request@candi.nhs.uk

- An indication of what information you are requesting to enable the Trust to locate it in an efficient manner.

If you think any information is inaccurate or incorrect, please let us know. **We do not charge for any requests for information under the Data Protection Act and are required to comply within 30 days.**

Data controller

The Data controller responsible for keeping your information confidential is:
Head of Information Governance & Security (Data Protection Officer)
1st Floor, East Wing
St Pancras Hospital
4 St Pancras Way
London
NW1 0PE
UK
Telephone: 0203 317 7100

The Trusts ICO Registration Number is: **Z8583439**

Freedom of Information

The Freedom of information Act 2000 provides any person with the right to obtain information held by the Camden & Islington NHS Foundation Trust, subject to a number of exemptions. If you would like to request some information from us, please email us on freedom.information@candi.nhs.uk.

Complaints

The Information Commissioner's Office (ICO) is the body that regulates the Trust under Data Protection and Freedom of Information legislation. <https://ico.org.uk/>. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the ICO at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Email: casework@ico.org.uk