

How we share your information

Depending on the circumstances we will share your information by writing to others involved in your care, via telephone calls and meetings, or by copying your care plan to them. Staff members involved in your care share information about your care and treatment through the use of our electronic patient record.

How to access your records

You have the right under the Data Protection Act 2018 to find out what information we hold about you and to access your records.

If you wish to access your records, please contact the person in charge of your care or contact our Records Management Team on **01332 389131** or dhcft.accesstohealthrecord@nhs.net. You will be asked to complete an application form. Alternatively, you can complete an on-line form at: www.derbyshirehealthcareft.nhs.uk/contact-us/patient-record-requests. Or you can print off a form and post this to us.

An administration fee may be charged, depending on the nature of the request.

Please let us know if you need any support or advice when you access your records.

If you are a parent or guardian of a child under 13 or a child 13-16 that is not competent to give consent to medical treatment, you can ask to see their medical records in the same way.

The people responsible for your care may decide that seeing your records might be detrimental to your physical or mental health. In this instance, you may only be shown certain parts of your records. Information which relates to a third person may be withheld but information provided about you by a third party will usually be disclosed.

You also have a right to be copied into letters written about you if you wish. Please ask for further information from the person in charge of your care.

If you think the information in your medical records is incorrect, please speak to the health professional concerned to raise your concerns and ask them to amend the record. If you are unable to reach agreement, the Trust will include a statement in your record stating that you think this part of the record is incorrect.

Your personal details

It is very important that we have the most current and accurate details about you. If you change your name or contact details, please remember to tell your care coordinator to update these details on your medical records.

Do you have any worries about how we hold and share your information?

If you have any concerns about your information being held or shared, please speak to the person responsible for your care immediately. We are able to provide an additional level of security so that any unauthorised staff attempting to access your record will create an alert and will be investigated.

Do you have any other questions?

If you have any queries or concerns about how we use your information, please speak to the staff involved in your care. More detailed questions about how we use your information which cannot be discussed or resolved by a member of staff can be discussed with the Patient Experience Team. You can contact the Patient Experience Team at:

Patient Experience team
Derbyshire Healthcare NHS Foundation Trust
Albany House
Kingsway Site
Derby
DE22 3LZ
Tel: 01332 623751 or 0800 027 2128
Email: dhcft.patientexperience@nhs.net

You can also contact the Trust's Data Protection Officer at:
The Data Protection Officer
IM&T & Records Department
Derbyshire Healthcare NHS Foundation Trust
Kingsway House East Wing Room 017,
Kingsway Hospital,
DE22 3LZ
Telephone: **(01332) 623700** Email: dhcft.dpo@nhs.net

If you are still not satisfied with the outcome, you have the right to complain to the Information Commissioner at:

The Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

For further information, you can visit their website at:

www.ico.gov.uk

This information is available in other languages, formats and large font. Please ask for a translation.

If you would like this information in a different language or format please contact Dhcft.communications@nhs.net

إذا كنت تريد هذه المعلومات بلغة أو تنسيق مختلف برجاء الاتصال بن

Dhcft.communications@nhs.net

如果您想要将本信息用其他语言或格式显示，请联系

Dhcft.communications@nhs.net

Si vous souhaitez recevoir ces informations dans une autre langue ou un autre format, veuillez contacter Dhcft.communications@nhs.net

अगर आप यह जानकारी अलग भाषा या स्वरूप में चाहते हैं तो कृपया संपर्क करें Dhcft.communications@nhs.net

Jeżeli chcieliby Państwo otrzymać kopię niniejszych informacji w innej wersji językowej lub w alternatywnym formacie, prosimy o kontakt z Dhcft.communications@nhs.net

ਜੇ ਤੁਸੀਂ ਇਸ ਜਾਣਕਾਰੀ ਨੂੰ ਹੋਰ ਭਾਸ਼ਾ ਜਾਂ ਫਾਰਮੈਟ ਵਿਚ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਕਰਿਪਾ ਕਰਕੇ ਸੰਪਰਕ ਕਰੋ Dhcft.communications@nhs.net

اگر آپ کو یہ معلومات کسی مختلف زبان یا وضع میں مطلوب ہو تو بر

راہ مہربانی رابطہ کریں Dhcft.communications@nhs.net