

Introduction

This notice is to let you know why and how we collect your personal information and how this information is used. Sometimes you are allowed to decide how your information is used but there are also times where your information will have to be used to give you care you need. Sheffield CCG is responsible for making sure health and care services are provided to you when you need them. To do this the CCG may need to use your personal information. The CCG, like all NHS bodies, must keep your information safe at all times.

What is "personal information"?

Personal information lets the Practice identify you and includes such things as:

- your name,
- your address and postcode,
- your date of birth,
- any identifying numbers such as a hospital number given to you to



How long do we keep your information?

We will only keep your information for as long as the law allows us to. If we no longer need your information it will be destroyed.



How and why does the Practice collect and use personal information?

Where the Practice collects and uses information about you this is to provide you with care to make sure you are given the help you need to stay safe and healthy. We can collect this information from you, your family and other people involved in giving you this care.

Here are some examples of why we collect your information:

- To help you get better when you are poorly or injured;
- To keep you and others safe;
- To follow the law



Sometimes we have to use your information, other times we will ask you for your permission. Where we ask for your permission this is called consent. If you are asked for your consent you can make choices about how your information is used, if you do not want to give consent you do not have to. If you are under 13 you may not be able to give consent on your own and we will ask your parent or guardian.

At times we may need to share your information with other organisations that care for you this may include schools, hospitals, local councils, and sometimes the police to help keep you safe.



What decisions can you make about your information?

You can:

- ask for your information to be corrected if it has been recorded wrongly;
- ask what information we have about you. We can give you a copy of your information and tell you why we have it, where it came from and who we have given it to;
- you can ask for copies of some types of your information in a way that can be read by a computer.



If you have any worries about the way the CCG is collecting or using your personal information, you can contact us via email SHECCG.complaints@nhs.net or via post at: Complaints Team, Sheffield CCG, 722 Prince of Wales Road, Sheffield, S9 4EU
OR you can talk to the Information Commissioner's Office (ICO).

You can telephone the ICO on 0303 123 1113. Or you can contact the ICO by email using the link below:

<https://ico.org.uk/global/contact-us/email/>

