

Data Privacy Notice

For Patients aged 13 years old and over

A 'data privacy notice' is a statement created by an organisation, which explains how personal and confidential information about patients is collected, processed, used and shared. This may also be called a privacy statement, fair processing statement/notice or privacy policy. This data privacy notice is issued by Sheffield Clinical Commissioning Group (referred to as 'the CCG and 'we'/'us'/'our' from this point onwards).

By writing this privacy notice, we show our commitment to being open with our patients. We know the importance of protecting personal information in all that we do.

Why we need your information and how it will be used by health staff for your healthcare

The health professionals who work with you to provide your care will keep records about the treatment and support you receive. Having this information available will help these professionals to work together and share vital information about your health and wellbeing needs. The CCG needs to see limited parts of this information to monitor the services patients are using, plan services and ensure services are being managed well.

We do not use your information for marketing purposes.

We do not pass patients information to other companies – except for tasks we've agreed with NHS Digital who are legally responsible for how we handle information.

Who will be controlling your information?

The CCG will be controlling your data and healthcare information. All of our partners are required to maintain the same standard as the CCG when processing your information. Each of our partners (Hospitals, Councils etc.) has a legal duty to protect your personal information and may act as shared data controller or as data controller of its own data. We take your confidentiality very seriously. We are committed to make sure all personal and identifiable information is managed in accordance with the relevant legislation to ensure your information is safe, secure and confidential.

The data we are sharing

It is important that the CCG has accurate information about all our patients to make sure they receive the best quality care possible.

Your records with the CCG may contain key information such as:

- Personal details – for example your name, address, date of birth and next of kin (such as your parents or guardians)
- Names of the health and care professionals looking after you
- Any medication you are taking

- Any allergies you have
- Any health concerns about you
- Your previous referrals to health services
- Dates and reasons for any hospital admissions
- Appointments and emergency department attendances
- Assessments
- Care plans and care packages
- Emergency contact details
- Personal data from other sources associated with your care

Please be aware that our records may also contain information about your parents or guardians.

What is the lawful basis for sharing your information?

In order for us to process your information, we need what we call a 'lawful basis' to do so. There are a number of lawful bases that the CCG uses to process your data, depending on the information we need to collect.

In the majority of cases, the lawful basis will be for managing the NHS – which uses data with personal details removed. Other bases may be a legal requirement, public task, or a mandatory obligation on the CCG for the protection of individuals. We may also use consent (which may have been given by a parent or guardian)

How will your information be used and accessed?

Personal information contained in your health records will only be used with a lawful basis.

The information within your health record is used to help ensure patients get the right care and that it is safe and effective.

How long do we keep your information?

Records are kept according to NHS guidance and any statutory or legal requirements for set time spans.

Who will see and share your information?

The CCG only releases your information to other authorised parties that it has a legal duty to share with or those who need to know to continue your care. The lawful basis then is ;

- Where disclosure is necessary to safeguard you, or others, or is in the public interest
- Where there is a legal duty to do so, for example a court order or prevention of crime.

Your rights as a 'Data Subject'

Under the General Data Protection Regulation, you have certain rights: These rights are:

1. Right to be informed – the CCG will inform you about the information we hold
2. Access to the information the CCG holds about you
3. Access to have the information corrected if it is incorrect (rectification)
4. Right to be forgotten (erasure) – to have all your information removed
5. Right to restrict processing
6. Data portability
7. Right to object to processing or remove consent
8. Rights in relation to automated processing

Some of these rights are dependent on the circumstances around which the information is held and so they may not all apply.

If you wish to raise a concern or a complaint you can do so by contacting our complaints team.

Complaints Team
NHS Sheffield CCG
722 Prince of Wales Road
Sheffield
S9 4EU

Or via email: SHECCG.complaints@nhs.net

If you are not satisfied with the response you receive or believe we are processing your personal data not in accordance with the law, you can make a complaint with the Information Commissioner's Office (ICO): <https://ico.org.uk/>