

## HOW IS MY INFORMATION USED?

### For provision of direct care:

In the practice, individual staff will only look at what they need in order to carry out such tasks as booking appointments, making referrals, giving health advice or provide you with care.

Sometimes your information may be used to run automated calculations. These can be as simple as calculating your Body Mass Index but they can be more complex and used to calculate some risks to your health that we should consider with you. The ones we use in practice include Qrisk (cardiovascular risk assessment – usually following an NHS Healthcheck), Qdiabetes (diabetes risk assessment) and eFI (electronic frailty index). Whenever we use these profiling tools, we assess the outcome on a case-by-case basis. No decisions about individual care are made solely on the outcomes of these tools but they are used to help us assess and discuss your possible future health and care needs with you.

We share information about you with other health professionals where they have a genuine need for it to support your care, as follows.

Recipient of data	Reason
Leeds Hospital Foundation Trust	Secondary or emergency care
Other national providers of health care who you choose to be referred to, in consultation with your healthcare professional	Secondary or specialist care
Leeds & York Partnership Foundation Trust	Mental health & learning disability services
Mid-Yorkshire Hospitals Trust	Diabetic eye-screening services
Leeds Community Healthcare Trust	District Nursing services
NHS National Diabetes Prevention Programme	Information and lifestyle education
Local Care Direct	Out of Hours primary care provider
Leeds City Council	Social Care services
Connect Well	Social prescribing
Reed Momenta	Provider of One You Leeds services
Forward Leeds partnership	Provider of Forward Leeds drug & alcohol services
Calibre Care Partners Ltd	Provider of extended access appointments over the telephone and at local hubs.

### For commissioning and healthcare planning purposes:

In some cases, for example when looking at population healthcare needs, some of your data may be shared (usually in such a way that you cannot be identified from it). The following organisations may use data in this way to inform policy or make decisions about general provision of healthcare, either locally or nationally.

- Leeds City Council: Public Health, Adult or Child Social Care Services
- Embed Health Consortium (NHS commissioning support unit)
- Leeds Clinical Commissioning Group
- NHS Digital (Formerly known as (HSCIC)
- The “Clinical Practice Research Datalink” (EMISWeb practices) or ResearchOne Database (SystemOne practices).
- Other data processors which you will be informed of as appropriate.

In order to comply with its legal obligations we may send data to NHS Digital when directed by the Secretary of State for Health under the Health and Social Care Act 2012.

This practice contributes to national clinical audits and will send the data which are required by NHS Digital when the law allows. This may include demographic data, such as date of birth, and information about your health which is recorded in coded form, for example, the clinical code for diabetes or high blood pressure.

#### **For research purposes:**

Research data is usually shared in a way that individual patients are non-identifiable. Occasionally where research requires identifiable information you may be asked for your explicit consent to participate in specific research projects. The surgery will always gain your consent before releasing any information for this purpose.

Where specific information is asked for, such as under the National Diabetes audit, you have the choice to opt of the audit.

#### **For safeguarding purposes, life or death situations or other circumstances when we are required to share information:**

We may also disclose your information to others in exceptional circumstances (ie life or death situations) or in accordance with Dame Fiona Caldicott’s information sharing review (Information to share or not to share).

For example, your information may be shared in the following circumstances:

- When we have a duty to others e.g. in child protection cases
- Where we are required by law to share certain information such as the birth of a new baby, infectious diseases that may put you or others at risk or where a Court has decided we must.

#### **When you request to see your information or ask us to share it with someone else:**

If you ask us to share your data, often with an insurance company, solicitor, employer or similar third party, we will only do so with your explicit consent. Usually the requesting organisation will ask you to confirm your consent, often in writing or electronically. We check that consent before releasing any data and you can choose to see the information before we send it.

#### **OBJECTIONS/CONCERNS/COMPLAINTS**

If you are happy for your data to be extracted and used for the purposes described in this notice then you do not need to do anything.

Should you have any concerns about how your information is managed at the practice, please contact Davinder Sandall (Practice Manager) If you are still unhappy following a review by the

GP practice, you can then complain to the Information Commissioners Office (ICO) via their website [www.ico.org.uk](http://www.ico.org.uk), casework@ico.org.uk, telephone: 0303 123 1113 (local rate) or 01625 545 745