

Harrogate and District NHS Foundation Trust

Privacy Notice:

For patients – Easy Read Version

How we protect your information



We keep your information secret and only use and share it when we need to.

We take protecting your information very seriously.

We follow all data protection laws and our staff complete data security training every year.

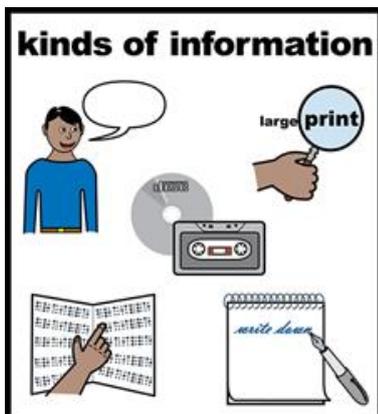
Why we collect your information



The main reason we collect your information is so we can give you the right treatment and care.

If we use your information for other purposes, we will remove details such as your name, where you live and your date of birth so they do not know the information is about you.

What information we collect



The type of things we record are:

- your name, where you live and your date of birth
- who you live with and who looks after you
- what treatment, care and support you need and receive
- results of investigations, such as x-rays and laboratory tests
- medical photographs, such as photographs of injuries, moles and rashes
- relevant information from other healthcare or social care professionals
- relevant information about your family and your past
- we may collect your image, as some of our sites have CCTV
- payment details

Websites for further information about data collection



Friends and Family Test

For information about the Friends and Family Test, a questionnaire to help us improve, please visit:

<https://www.nhs.uk/using-the-nhs/about-the-nhs/friends-and-family-test-fft/>

Overseas Visitors

If you do not live in the United Kingdom (the UK), please visit:

- <https://www.gov.uk/government/publications/what-happens-to-your-data-guidance-for-overseas-patients/what-happens-to-your-data-guidance-for-overseas-patients>
- <https://www.gov.uk/government/publications/immigration-status-checks-by-the-nhs-guidance-for-overseas-patients>

National Child Measurement Programme for children aged 4 – 10 years old

For information about the National Child Measurement Programme please visit:

<https://www.nhs.uk/live-well/healthy->

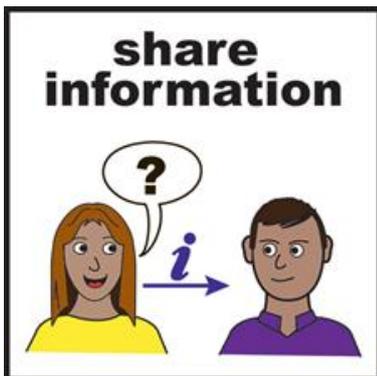
[weight/national-child-measurement-programme](#)

Grow and Learn for children aged 0 – 3 years old

For information about the Grow and Learn please visit:

<https://www.northyorks.gov.uk/children-and-families/early-education-and-childcare/grow-and-learn>

Who we may share your information with

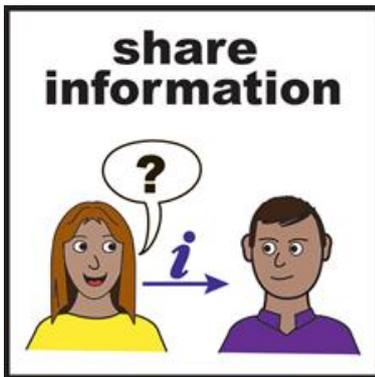


Sometimes we will need to share your information with other people who are looking after you.

This could be your GP, other doctors and nurses, nurseries, schools, colleges, Children’s Services or Adult Services.

We will tell you if we are going to share this information unless we are worried about your safety, or the safety of someone else.

National Data Opt Out



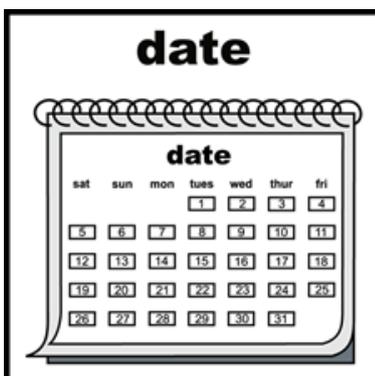
Your information can also be used for research and to help plan health services locally and across the country.

You can stop your confidential patient information being used for research and planning. To find out more visit

<https://www.nhs.uk/your-nhs-data-matters/manage-your-choice/>.

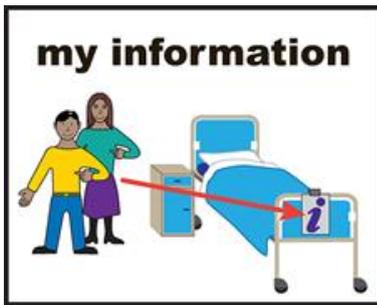
If you're happy with your information being used for research and planning you do not need to do anything.

How long we keep your information for



We follow the Information Governance Alliance's [Records Management Code of Practice for Health and Social Care](#) on how long we store your information for. This means we keep most health records for 8 years and then they are deleted or shredded.

Asking for access to your information



If you would like to see your health information please look our Access to Health Records webpage:

<https://www.hdft.nhs.uk/patients/our-commitment/access-to-health-records/>

or contact:

Access to Health Records Team
Medical Records Department
Harrogate District Hospital
Lancaster Park Road
Harrogate
North Yorkshire
HG2 7SX

hdft.accesstohealthrecords@nhs.net
01423 557469

Asking for information to be corrected



If you think your health information is wrong or something is missing please talk to the person treating you.

Data Protection Officer



The Data Protection Officer is the person in our organisation that guides us about data protection and makes sure that we are getting it right.

Our Data Protection Officer is:

Sam Layfield, Head of Performance & Planning

Harrogate District Hospital

Lancaster Park Road

Harrogate

North Yorkshire

HG2 7SX

01423 885959

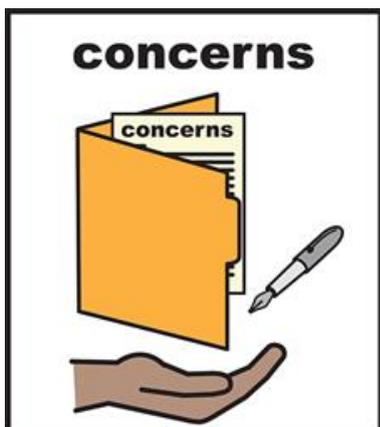
hdft.dataprotectionofficer@nhs.net

Questions



If you have any questions about your information or how we use it please speak to the person treating you or our Data Protection Officer.

Concerns



If you have a concern about the use of your information you can speak to the person treating you, our Data Protection Officer or our Patient Experience Team.

Patient Experience Team
Harrogate District Hospital
Lancaster Park Road
Harrogate
North Yorkshire
HG2 7SX
01423 555499
Minicom: 01423 554466
hdft.patientexperience@nhs.net
<https://www.hdft.nhs.uk/patients/patient-experience/>

If you are unhappy with the outcome of your concern you can contact the Information Commissioner who is an independent body who make sure we are following data protection laws.

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113
www.ico.org.uk

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