

There are times when we have a legal duty to use your information.

You can ask for **access to your health records** and to have **copies of letters** about you. Please talk to staff who can support you to do this.

Information about CWP

You can ask for a copy of information about CWP. This is called Freedom of Information.



This might be information about

- Policies
- Minutes of meetings.

You can send an email to CWP: cwp.foi@nhs.net

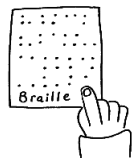
You can write to CWP:



Freedom of Information Officer
Safe Services,
Redesmere,
Chester CH2 1BQ



This leaflet is available in other languages or formats



For more information see www.cwp.nhs.uk.

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Information we hold about you at CWP

This leaflet explains what information is collected about you and the reasons why it is needed.

Introduction

The information held in your health record is important for your care. This leaflet will tell you why we need to collect information about you, how it is used and how we keep your information safe.

Why we collect information about you

Information collected about you is used to make sure your health care is of a high standard.

It is important that personal details you provide are accurate and that you let us know of any changes, for example if you change address or GP.



We also use your information to help us

- Plan future services
- Access health funding
- Support staff training and research
- Contact you to improve services - surveys or consultations

Shared care records

CWP also shares summary information with other health and social care professionals so that everyone supporting you can deliver you the best care possible.

An example of this is the Cheshire Care Record and access to this is very tightly controlled and monitored.

There is more information about the Cheshire Care Record on the website www.cheshirecarerecord.co.uk



How is your information stored

Health records are stored on computers and in paper files.

We have a legal duty to keep these confidential, accurate and safe at all times, in line with the Data Protection Act.



Data protection also gives you rights in respect of the personal information we hold about you.

- To be told why, where and how we use your personal information
- To ask for access to your information
- To ask for your information to be corrected if it is not accurate
- To ask for your information to be deleted or removed if we no longer need to use it
- To object to how your information is used
- To ask us to restrict the use of your information
- To ask us to copy or transfer your information from one IT system to another without affecting the quality of your information

We will always talk to you about how we use your information.



You can chose to opt out of sharing your information for reasons other than your direct care. You can do this at

www.nhs.uk/your-nhs-data-matters

However your confidential information would always be used to support your individual care.