**How we use your personal information**

***Introduction***

Dr Sathyajith needs to use personal information so that we can make sure our patients receive the care, information, advice, treatment and support that are right for them. This leaflet aims to provide details about what information Dr Sathyajith collects about both our patients and our staff and how we use it.

Information about our patients, their medical treatment and family may be recorded and held on both manual and computerised systems as part of providing them with our services. This information is vital to the efficient operation of the NHS and is needed to give the best possible healthcare.

Dr Sathyajith supports the rights of all patients to restrict the disclosure of their personal information; however it is essential that patients make these wishes clear and discuss their decision with our staff, as there may be implications of withholding certain information.

***Information recorded***

Some of the information we record about our patients includes:

* Name, date of birth, address and telephone number,
* Reasons the patient or someone on their behalf contacted us and when,
* Results of x-rays, laboratory tests and any other tests,
* The type of services offered or received,
* Relevant information from people who provide regular care for our patients.

It is essential that we have accurate and up to date details to ensure the appropriate care and treatment is provided to our patients. For this reason we ask that our patients let us know of any changes to their personal details as soon as possible.

***Health records***

Patient’s health care records are used to ensure that:

* Health care professionals looking after patients have accurate and up-to-date information about the patient to help them decide on any future care required,
* Full information is available should a patient need to see another doctor or be referred to a specialist or another part of the NHS.
* There is a good basis for assessing the type and quality of care a patient has received.

Where appropriate Dr Sathyajith shares information about patients with other organisations involved in their care or treatment. This is usually done in consultation and agreement with the patient, or a guardian or a relative where appropriate.

Administrative staffs also need access to patient’s records in order to perform administrative tasks, for example, booking appointments and communication with patients.

In certain circumstances Dr Sathyajith is required by law to report information to appropriate authorities, for example where there are issues of safety to the public.

***Can I access records held by the NHS about me?***

Under the Data Protection Act 1998, patients are entitled to find out what information we hold about them. You have the right to ask for a copy of all records held about you but this will not detail specific clinical audits in which your information has been used, it will only display the information which is currently held on our systems about you. This is known as a ‘’right of subject access’’ and it applies to all records including health records. Although individuals are entitled to receive a copy of their records a charge may be made to cover our administrative costs.

To get access to your records, you need to put the request in writing, handing it to the reception. It can take up to 5 -10 working days to process your request.

***How do we keep your records confidential?***

Everyone working for the NHS has a legal duty to keep information about you confidential.

We have a duty to:

* maintain full and accurate records of the care we provide to you,
* keep records about you confidential, secure and accurate,
* provide information in a format that is accessible to you.

***We will not share information that identifies for any reason, unless:***

* you ask us to do so,
* we ask and you give us specific permission,
* we have to do this by law,
* we have special permission for,
* health or research purposes,
* we have special permission because the interests of the public are thought to be of greater importance than your confidentiality.

**Information Governance Leaflet for patients!**

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