

How we use your information



What information do we keep?



The NHS (National Health Service) keeps information about you and your health.

This is called a health record.



Your information is kept on:

- paper and
- computer.



NHS staff must keep your information private.

It is the law.

Why do we keep your information?



To plan how
to best look
after you



To make sure
all those giving
you care know
about your
health needs.

How does your information help us?



It helps us to give you better care.

It helps us find ways of giving better health care to everyone.



It helps us to teach doctors, nurses and other health staff.



Sometimes the local NHS look at health records to check that people are getting the right care.

Who else might see your information?



People in other organisations who are giving you care may need to see your health records.

We will have to share your information if:

- you have hurt someone
- someone has hurt you

or

- you have hurt yourself.



Can you see your health records?



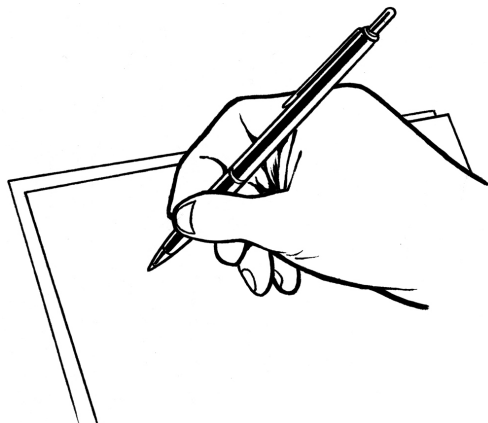
Yes, you can see your health records or ask for a copy

Someone else can get this information for you if you say it is okay.



If you want to find out more or you are worried, speak to the NHS staff member that you see.

If you need a copy of your health records, you can write to:



Legal Secretary
Central Administration Department
The Christie NHS Foundation Trust
Wilmslow Road
Withington M20 4BX

What if you think your health records are wrong?



If we agree that your health records are wrong, we will make them right and give you a copy.

You can ask us to add important information.



If we do not agree with you, we will make a note that we have talked about this.

**If you have any other questions
you can:**



Telephone us on:
0161 446 3043



Or send an e-mail to:
dpo@christie.nhs.uk



Data Protection Officer
Trust Administration
The Christie NHS
Foundation Trust,
Wilmslow Road,
Manchester M20 4BX

Date of publication: May 2018

Reference: 2091/How we use your information - easyread

© The Christie NHS Foundation Trust

All pictures are from the CHANGE Media Gallery www.changepeople.org