



## The Sara Lee Trust

### How we use your personal information

#### Fair Processing Notice (Updated March 2018)

##### How we use your information.

This fair processing notice explains why the Trust collects information about you and how that information may be used. The practitioners who provide you with care maintain records about your health and any treatment or care you have received. These records help us to provide you with the best possible support and care.

Your care records may be electronic, on paper or a mixture of both, and we use a combination of working practices and technology to ensure that your information is kept confidential and secure. Records which the Trust holds about you may include the following information:

- Details about you, such as your address, and emergency contact details
- Any contact the Trust has had with you, such as appointments and telephone calls
- Notes and reports about your health
- Details about your care and support
- Relevant information from other professionals, relatives or those who care for you

Your records will be retained in accordance with the NHS Code of Practice for Records Management. Very rarely, your information may be requested to be used for therapy care related research purposes – the Trust will always gain your consent before releasing any information for this purpose.

##### How do we maintain the confidentiality of your records?

We are committed to protecting your privacy and will only use information collected lawfully in accordance with:

- The General Data Protection Regulation (GDPR) 2016
- Data Protection Act 1998
- Human Rights Act 1998
- Common Law Duty of Confidentiality

- Health and Social Care Act 2012
- NHS Codes of Confidentiality and Information Security

Every team member who works for the Trust has a legal obligation to keep information about you confidential.

We will only ever use or pass on information about you if others involved in your care have a genuine and lawful need for it. We will not disclose your information to any 3rd party without your permission unless there are exceptional circumstances (i.e. life or death situations) or where the law requires information to be passed on for example Child / Adult Protection and serious criminal activity.

### **Who are our partner organisations?**

We may also have to share your information, subject to strict agreements on how it will be used, with the following organisations or receive information from the following organisations;

- Your GP
- Your referrer
- St Michaels Hospice or The Rye, Winchelsea and District Memorial Hospital, if you are under their care

Should other organisations ask for your data to be shared, we **will always** ask for your explicit consent for this to happen when this is required.

### **Access to personal information**

You have a right under the The General Data Protection Regulation (GDPR) 2016 to request access to view or to obtain copies of what information the Trust holds about you and to have it amended should it be inaccurate. In order to request this, you need to do the following:

- Your request must be made in writing to the Trust Lead Therapist where possible using a Trust Access Request Form
- We are required to respond to you within 30 days
- You will need to give adequate information (for example full name, address, date of birth and details of your request) so that your identity can be verified and your records located

## **Objections / Complaints**

Should you have any concerns about how your information is managed, please contact our Finance and Admin Officer on:

01424 456 608 or [info@saraleetrust.org](mailto:info@saraleetrust.org)

If you are still unhappy, following a review by the Trust, you can then complain to the Information Commissioners Office (ICO) via their website ([www.ico.gov.uk](http://www.ico.gov.uk)).

## **Change of Details**

It is important, for our care purposes, that your records are accurate and up to date. Please can you let us know as soon as possible if any of your details such as your name or address change, or if any of your details such as date of birth are incorrect in order that they can be amended and / or corrected.

## **Notification**

The Data Protection Act 1998 requires organisations to register a notification with the Information Commissioner to describe the purposes for which they process personal and sensitive information. This information is publicly available on the Information Commissioners Office website [www.ico.org.uk](http://www.ico.org.uk) The Trust is registered with the Information Commissioners Office (ICO) reference number Z3191801.

## **Who is the Data Controller?**

The Data Controller, responsible for keeping your information secure and confidential is:

Dan Redsull, CEO