








## PRIVACY NOTICE

 <p><b>NHS</b> Oxford Health NHS Foundation Trust</p>	<p><b>What is Oxford Health?</b></p>
 <p><b>NHS</b></p>	<p>Oxford Health is an NHS Foundation Trust.</p>
	<p>We help people with their health and social care.</p>

	<p>We registered with the Information Commissioner’s Office (ICO) to use information about the people we work with under the Data Protection Act 2018 and our registration number is Z1411013.</p>
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	<p>Read more about Oxford Health here:</p>
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	<p>Our services are at community bases, hospitals, clinics, and people’s home.</p>
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	<p>We focus on delivering care as close to somebody’s home as possible.</p>
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For information on all our services please visit our website. Here is the link:  
<https://www.oxfordhealth.nhs.uk/services/>



**Why do we collect personal information about you?**



Personal Information is information about you or other people.



We need to keep information about your health, treatment, and care.



This is so we can give you good treatment and care.







Read about the ways we keep personal information:











On paper and in a file.



In an electronic patient record system.

	<p>Some services may wish to record part of your treatment on video or audio. We would ask you about this before we did it.</p>
	<p>We process personal information for the provision of “health and social care treatment to include the management of health and social care systems and services”. This is a “Public Task” as set down in UK Law.</p>
	<p>You can read more about the Data Protection Act 2018 by clicking this link <a href="#">UK Legislation Website</a></p>
	<p><b>What personal information do we need to collect about you?</b></p>

 An icon of a spiral-bound notebook with the words "Care Plan" written on the cover. The cover also features a small illustration of a person in a wheelchair being assisted by another person.	<p>We need some information to make you a health and social care record.</p>
 A photograph of a man with a beard and glasses, wearing a dark jacket over a red shirt, holding and reading a white document.	<p>Read more about what information we need.</p>
 A photograph of a woman with short dark hair, wearing a pink top, holding a white rectangular sign with the word "Name" written on it in black text.	<p>Your name</p>
 A close-up photograph of a hand holding a black pen, writing on a yellow document. A small blue icon of a person is visible in the top right corner of the document.	<p>Your address</p>

 <p>Phone</p>	<p>Your telephone number</p>
	<p>Your date of birth</p>
	<p>Your ethnic origin</p>
	<p>Contact details for your family and carers</p>



Who your doctor is



We might also keep information about:









If you are married





Your job





 <p>Church</p>	Your religion
	Your email address if you have one
	Where you were born

	<p>If you are using the NHS as an overseas visitor</p>
	<p>What you like to be called</p>
	<p>We might also keep information about you which is sensitive. For example:</p>


	<p>Notes about your health, treatment, and care.</p>
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	<p>If you have a protection order that affects your health, wellbeing, and human rights (safeguarding status)</p>
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	<p>It is important for us to have lots of information about you so that we can help you in the best way.</p>
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	<p><b>Where do we get information about you?</b></p>
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	<p>From you</p>
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 <p>GP Surgery</p>	<p>From your GP</p>
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	<p>From another Hospital</p>
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	<p><b>How do we use your personal information?</b></p>
	<p>We use it to help staff to find the best treatment or care for you.</p>
	<p>We use it to make sure all the people involved in your care know what treatment you are getting.</p>
	<p>We won't tell people your name unless we really have to.</p>


	<p>Read about how we <b>might</b> also use your information.</p>
	<p>To give your information to other people who are treating you.</p>
	<p>To remind you about your appointments.</p>
	<p>To review our service to make it better.</p>


	<p>To share your information with the people who are paying for your care. These people are called commissioners.</p>
	<p>To send reports to organisations such as the Department of Health.</p>
	<p>To train healthcare staff.</p>
	<p>If there is a complaint.</p>

 <p><b>Report</b></p>	<p>If the law says we need to report something that happened.</p>
 <p><b>Our Research</b></p>	<p>To find out if you could take part in research.</p>
 <p><b>Questions</b></p> <p>1. What do you think about it?</p> <p><input type="checkbox"/> Good</p> <p><input type="checkbox"/> Bad</p> <p><input checked="" type="checkbox"/> Not sure</p>	<p>To ask you to take a survey.</p>






	<p><b>Who do we share information with and why?</b></p>
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	<p>We need to tell you how personal information will be used. We need to have a legal reason for using your information without asking you first.</p>
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	<p>We might need to give your information to other organisations.</p>
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	<p>Read about why this is.</p>
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	<p>We might share personal information with other NHS Organisations to help them give you healthcare. This would be NHS England, Public Health England and other NHS Trusts, General Practitioners (GPs), Ambulance Services, Primary Care Agencies. This may also include those other organisations that help the NHS to look after your health.</p>
	<p>We might share personal information with organisations like Social Services or private care homes to help them give you support.</p>
	<p>Sometimes special permission will be given to use information that uses your name without your consent. This may be for medical research or checking quality of care. This permission is given by the Secretary of State for Health on advice from the National Information Governance Board for Health and Social Care under strict conditions.</p>







Sometimes, we might need to share your information because it is the law. We will tell you when we do this.








Read about why this is.





To find out if fraud is happening.


 <p>Court</p>	<p>If there is a court order.</p>
 <p>Care Quality Commission</p>	<p>If the Care Quality Commission need it for an inspection.</p>
	<p>If the police need it to investigate a crime.</p>
	<p><b>How do we keep personal information that is part of a health or social care record?</b></p>


 <p>The image shows a booklet with a child's face on the cover and a CD disc next to it. The word 'Booklet' is written at the top left of the booklet.</p>	<p>Personal information is kept in paper and electronic format.          (This is in line with the <a href="#">NHS Records Management Code of Practice 2021</a> and National Archives Requirements)</p>
 <p>The image shows a scroll of parchment with the word 'LAW' written in the center. There are three horizontal lines below the word, and decorative flourishes at the corners.</p>	<p>The law tells us how to keep your information. These laws include the Data Protection Act 2018, the GDPR 2016, and the Common Law Duty of Confidentiality.</p>
 <p>The image shows a calendar with several pages visible, displaying the years 2011, 2012, 2014, 2015, and 2013.</p>	<p>We keep information about you for as long as we need to do make your health better.</p>
 <p>The image shows a young boy with glasses sitting at a desk, looking at a laptop computer.</p>	<p>You can find out more using this link <a href="#">(NHS Record Management code of practice)</a></p>


	<p>Read more about this.</p>
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	<p>We have to:</p> <p>Maintain full and accurate records of the care we give you.</p>
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	<p>Keep records about you confidential and secure.</p>
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	<p>Give you information in a format that is accessible to you.</p>
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	<p><b>Keeping your information safe</b></p> <p>We will make sure and keep your information safe, using computer passwords for electronic information, and locks for paper information.</p>
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	<p><b>What are your rights?</b></p>
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	<p>You can ask to see the information we have about you.</p> <p>Read more in the <a href="#"><u>“Your rights and access to the health and social care record (pdf)”</u></a></p>
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	<p>You can ask us to change any information that is wrong.</p> <p>Read more in the <a href="#">“Your rights and access to the health and social care record (pdf)”</a></p>
	<p>You can tell us not to share your personal information (unless we need to because of the law)</p>
	<p>You can ask us to give the records we have about you to another organisation.</p>
	<p>For more information you can contact the Data Protection Officer or Head of Information Governance:</p> <p>Kerry Rogers  Director of Corporate Affairs, Company Secretary &amp; Data Protection Officer</p>



Kerry.rogers@oxfordhealth.nhs.uk

Mark Underwood

Head of Information Governance & Deputy Data Protection Officer

[mark.underwood@oxfordhealth.nhs.uk](mailto:mark.underwood@oxfordhealth.nhs.uk)



IM&T, The White Building

Littlemore Mental Health Centre

33 Sandford Road

Littlemore

Oxford, OX4 4XN.

	<p>If you are not happy with how we use your personal information you can contact the Information Commissioner's Office.</p> <p>Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF</p> <p><a href="http://ico.org.uk">ico.org.uk</a> <a href="https://twitter.com/iconews">twitter.com/iconews</a></p> <p>Helpline: 0303 123 1113</p> <p>Email: <a href="mailto:accessicoinformation@ico.org.uk">accessicoinformation@ico.org.uk</a></p>
	<p>This information was put into Easy Read by My Life My Choice.</p>