

Under the Data Protection Act 1998, you have a right to know who holds personal information about you. This person or organisation is called the data controller. In the NHS, the data controller is usually your local NHS Board or GP surgery.

- Your personal health information is information which identifies you. The NHS must keep your personal health information confidential. It is your right.
- Your personal health information is kept in records. Your health records contain information about your health and any care or treatment you've received. Records can be written on paper, held on computer, or both.
- NHS staff use your information to give you the care and treatment you need. They add to your health records every time you get care or treatment.

- You have the right to see or have a copy of your health records.
- If you want to do this, write to the practice manager at your GP surgery or the records manager at the hospital or other NHS organisation which holds your records.
- You don't need to give a reason for wanting to see your records but you may be charged a fee.
- If you are not happy with anything written in your records, speak to a member of staff providing your care.

- Your information may be shared with other NHS staff involved in your care.
- Sometimes the NHS uses relevant information about your health to help improve the general public's health and NHS services, or to check that money has been spent properly. Wherever possible, information that identifies you is removed.

- If the NHS uses information which identifies you for teaching and research, they must ask your permission.
- Sometimes information will be shared with people outside the NHS, for example, with a social worker, but only if you agree.
- Usually the NHS will not share your personal health information with people such as a relative, carer or friend without your permission.
- Sometimes the law allows the NHS to share your information without your permission, for example to investigate a serious crime or to protect a child.
- If you are concerned about your information being shared, you can object. You should tell a member of NHS staff providing your care.

For more information

- The leaflets '**Confidentiality – it's your right**' and '**How to see your health records**' give you more information about your right to confidentiality and your right to see your health records.
- These leaflets are available from your GP surgery, at your hospital, and from other places that provide NHS care. If you can't find the leaflets in these places, ask your local NHS board for a copy. Or look on the internet at www.hris.org.uk

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 **Scottish Consumer Council**
Making all consumers matter



SCOTTISH EXECUTIVE

Local contact details

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GP surgery:

How the NHS protects your personal health information


NHS
Ayrshire
& Arran