

# Patient Leaflet - Funding Requests

## Why we need to Collect Your Personal Confidential Data and Your Rights

The GP or the hospital clinician making a funding request for you has provided you with this patient leaflet and NHS Cambridgeshire and Peterborough Clinical Commissioning Group's (CCG) clinical policy, as appropriate, so that you know why we need to collect personal, confidential data about you and what we do with the information.

### Why does a funding request form need to be completed?

Where the CCG does not have arrangements in place for a particular treatment or procedure to be provided by the local hospital in the form of a contract with them, your GP or hospital clinician will need to make a special request for your treatment or procedure for you. We call this 'non-commissioned care'. For example, we do not routinely pay for cosmetic surgery unless a patient meets pre-set criteria for a procedure or requires cosmetic surgery as the result of an accident or illness. (See over page for details of where you can access the CCG clinical policies and this patient leaflet.)

To make this special request for treatment for you your clinician will complete a Group Prior Approval (GPA) Application or Exceptional and Individual Funding Request (IFR) Form and will request your consent to share information.

### Why do we need your personal confidential data?

When the CCG Exceptional Cases Panel process or discuss your application, they need to have all the relevant information to allow them to fully consider the request and make a decision regarding funding.

### What data do we collect?

We need basic details such as name, address, date of birth, NHS number, and information about your health and well-being that is relevant to your application. This may include clinic visits, medication and test results.

### How is your data used and how is it stored?

The information provided by your clinician is used by the CCG to decide if funding can be approved. The information is uploaded to a secure database so that your treatment can be monitored and charges can be processed.

### Is your personal confidential data shared with anyone else?

Your clinician initially shares your personal data with the CCG Exceptional Cases Team by completing the funding request form. The Exceptional Cases Team may then request any additional information required from clinical staff involved with your care.

Group Prior Approval applications may be automatically approved if all the information provided by your clinician meets the required criteria for treatment. Individual Funding Requests are discussed by the Exceptional Cases Panel. Your patient identifiable information is removed and they only receive details of your medical history. This is referred to as a case file.

If funding is approved basic data such as NHS number, postcode and date of birth is shared with the High-Cost Drugs Validation Officers for validation and accounting purposes.

If you wish, you can authorise us to share your funding request case with your next of kin. We will require you to complete a form to give consent for this.

If you wish to correspond with the Exceptional Cases Team by email, we will request that you also complete a consent form for this. NHS email accounts are encrypted to protect data, however, you should be aware that your personal home email account may not be encrypted.\*

	<p>All staff working for the NHS have a duty to ensure that your information is secure and confidential and is only shared when there is a legitimate reason to do so.</p>
<p><b>Do we need to keep your personal confidential data?</b></p>	<p>Your GPA/IFR form and information relating to your application is retained electronically in accordance with the retention schedules given in the Records Management Code of Practice. A guide to the management of health and care records. You can view this here: <a href="https://www.gov.uk/government/publications/records-management-code-of-practice-for-health-and-social-care">https://www.gov.uk/government/publications/records-management-code-of-practice-for-health-and-social-care</a></p> <p>Some data is retained electronically for funding purposes. We only retain this for as long as necessary after which time it is confidentially destroyed in accordance with the retention schedules (Appendix 3) within the Records Management Code of Practice</p> <p>You can also view our privacy statement here: <a href="https://www.cambridgeshireandpeterboroughccg.nhs.uk/privacy-fair-processing-notice/">https://www.cambridgeshireandpeterboroughccg.nhs.uk/privacy-fair-processing-notice/</a></p>
<p><b>Your Rights.</b></p>	<ul style="list-style-type: none"> <li>• You have the right to know how we will use the information about you.</li> <li>• You have a right to access your medical record (Subject Access Right).</li> <li>• You have the right to object to us making use of your information.</li> <li>• You have the right to restrict the way we use your information and we are obliged to agree if it is possible to do so.</li> <li>• You have the right to correct information if what we are holding is incorrect.</li> </ul>
<p><b>What You Can Do To Help.</b></p>	<ul style="list-style-type: none"> <li>• Tell us if any of your details change, for example a new address.</li> <li>• Tell us if any of the information in your records is wrong.</li> <li>• Allow us to share information; we need to ensure that you receive the best care possible.</li> </ul>
<p><b>Who do you contact if you want to raise a particular concern or objection or access the information held about you?</b></p>	<p>You can contact the Exceptional Cases Team regarding drug or non-drug related funding requests as follows: 03 300 571 027.</p> <p>* If you wish to email the Exceptional Cases Team the secure NHS email address is: <a href="mailto:cpcce-ifr@nhs.net">cpcce-ifr@nhs.net</a></p> <p>Our address is: Exceptional Cases Team Cambridgeshire and Peterborough CCG Gemini House, Bartholomew's Walk Cambridgeshire Business Park Angel Drove, Ely CB7 4EA</p>
<p><b>Where can you access the CCG Clinical Policies and Exceptional Cases Information?</b></p>	<p>Our clinical policy information is available on the following web page: <a href="https://www.cambridgeshireandpeterboroughccg.nhs.uk/health-professionals/clinical-policies-and-thresholds/clinical-policies/">https://www.cambridgeshireandpeterboroughccg.nhs.uk/health-professionals/clinical-policies-and-thresholds/clinical-policies/</a></p> <p>Our Exceptional Cases Procedure is available on the following web page: <a href="https://www.cambridgeshireandpeterboroughccg.nhs.uk/health-professionals/clinical-policies-and-thresholds/exceptional-and-individual-funding/">https://www.cambridgeshireandpeterboroughccg.nhs.uk/health-professionals/clinical-policies-and-thresholds/exceptional-and-individual-funding/</a></p> <p>If you would like to receive a printed copy of a policy, you can:</p> <p>Write: to the above address marking the envelope for the attention of the Secretary of the Clinical Policies Forum.</p> <p>Telephone: The Secretary of the Cambridgeshire and Peterborough CCG Clinical Policies Forum on 07932 211838.</p> <p>Email: <a href="mailto:CAPCCG.clinpolicies@nhs.net">CAPCCG.clinpolicies@nhs.net</a></p>