

How and why we keep information about you and how you can choose who sees it

In order to support your care, NHS healthcare professionals maintain records about you. We take great care to ensure your information is kept securely and used appropriately. Our staff are fully trained to understand their legal and professional obligations to protect your information.



What information do we hold about you?

- [Your age, contact details and next of kin](#)
- [Details of your appointments, such as clinic visits](#)
- [Records about your health, illness, treatment and care](#)
- [Results of investigations, like laboratory tests, x-rays, etc](#)
- [Information from other health professionals](#)

When is your information shared?

We will only use or pass on information about you with health care professionals who are treating you to support the direct provision of your care. We will not disclose your identifiable information to anyone else unless in life or death situations.

You have the choice to share or not to share

You can ask for all or some of your information not to be shared outside of the practice. If you decide not to share at all this will not affect your entitlement to care. However, it may result in the delivery of your care being less efficient as clinicians will not see your full medical history. If you have any concerns about how your information is shared or held, please contact the practice manager.

Access to your health information

You have a right under the Data Protection Act 2018 to access or view information the practice holds about you, and to have it amended or removed should it be inaccurate. **We will:**

- [describe the information we hold about you](#)
- [tell you why we are holding that information](#)
- [tell you who it might be shared with](#)
- [at your request, provide a copy of the information in an intelligible form](#)

If you would like to make a 'subject access request', please contact the practice manager.

Who can see your information

Trained staff in health and care organisations who have a legitimate duty to provide you with care can see your medical records.

A list of those organisations can be seen here:

<https://www.healthiernorthwestlondon.nhs.uk/yourhealth/healthinformation>

Health and social care teams providing you with integrated care and support may also access your records with your permission.

How is anonymous information used?

The NHS currently uses your information in an anonymous and safe way to:

- [protect the health of the public](#)
- [help us anticipate, plan and provide care](#)
- [audit and monitor the quality of services provided](#)
- [save lives by supporting medical research](#)

If you would like further information about how we use your information, or if you do not want us to use your information in this way, please contact the Practice Manager.

National Data Opt-out Programme

The National Data Opt-out is a new service that allows people to opt out of their confidential patient information being used for research and planning.

Patients can find out more and set their opt-out choice at www.nhs.uk/your-nhs-data-matters

