

National Data Opt-out Find Out Why Your NHS Data Matters

Request by Proxy – Guidance and Information For Healthcare professionals within Detained and Secure Estates

Healthcare staff have a key role in helping patients understand the importance of information so that they can be supported to make an informed choice about how their confidential patient information is used for research and planning.

The role of healthcare staff in the detained estate is to provide information and facilitate the process to enable a patient to set or change their national data opt-out choice as they cannot do this directly. Healthcare staff should not make opt-out choices on behalf of their patients.

More information about the national data opt-out for healthcare staff can be found at <https://digital.nhs.uk/services/national-data-opt-out-programme/guidance-for-health-and-care-staff>

More information for patients including accessible resources and a handout in a range of languages can be found at: <https://digital.nhs.uk/services/national-data-opt-out-programme/supporting-patients-information-and-resources>

Guidance on completing the Request by Non-Digital Proxy Opt-Out Form.

The form should be completed where a patient requests to set or change a national data opt-out choice they have previously made about how their confidential patient information is used for research and planning.

Please complete all sections and return the form to NHS Digital by post or email, contact details are at the end of this guidance.

Who can authorise the Request by Non-Digital Proxy Opt-Out Form.

The form must be authorised by a healthcare professional. We may contact the named Detained Estate Centre to verify this.

Section 1: Patient Data Choice

To ensure the patients choice is correctly set against the right patient record the full name and NHS number of the patient must be provided. If the NHS number is not available through an electronic patient record, it should be possible to find it on any document sent by the NHS, such as:

- Prescriptions
- Test results
- Hospital referral letters
- Appointment letters
- Existing GP Practice records

Patient data choice – if the patient allows their confidential patient information to be shared for research and planning, tick ‘yes’. If they do not, tick ‘no’.

Section 2: Healthcare Professional

Provide the details of the healthcare professional authorising the setting or change to a patient’s national data opt-out choice.

Section 3: Your Correspondence

Indicate whether confirmation that the national data opt-out choice(s) have been set, is to be sent via post or email and provide the relevant information.

Confirmation from NHS Digital Contact Centre

Note confirmation will be returned to the healthcare professional identified in Section 2. The patient should be informed when confirmation of their national data opt-out choice has been received please inform the patient(s) of the outcome and provide a copy of the confirmation if requested.

Section 4: Declaration

The form should be signed by the healthcare professional authorising the setting or change to a patient’s national data opt-out choice to confirm they are acting as a proxy on behalf of the patient(s) named on the form.

Correspondence

Email or print and return the completed form to the email or postal address detailed on the form.

Important - If emailing the form, it must **be sent from a secure email address** i.e. nhs.net or gsi.gov.uk