



# Information that the Trust keeps about you

Easy read



## What is this leaflet for?



This leaflet explains why we keep personal information about you and why we may need to share it.



Information is kept so that we can provide the best possible care for you.

## Is the information kept confidential?



We have to follow careful rules about how we share your information.



We do share information within the team that is caring for you.



We can share your information with other people who need to see it such as your doctor, teacher, social worker or other professionals who provide services to you.

We won't share your information with anyone unless we need to.

We will share your information with others if it is needed to keep you, or someone, else safe.

## What sort of information do you keep?



We keep basic information about things like your address, date of birth, and who your family are.



Information about any work we have been doing with you like an assessment.



Important information from other health professionals, members of your family or friends who care for you and know you well.

## How does the information help my treatment?



Keeping and sometimes sharing your health information helps us to make sure you get services quickly and easily that are best for you.

## Do you use information about me for anything else?



We do share some of the information about our patients to check how well we are supporting people. This helps help us make our services better.

## Can I see what information you have about me?



You have the right to see all information kept about you. Unless the information is harmful to you or others.



You may not be able to see some of your information if it shares private information about somebody else.



The Trust does not have to tell you that it has not shared information with you if it could be harmful to you or someone else.

## What if I don't want you to share information about me with other organisations?



You don't have to agree to share your information but this could make it difficult to get you the help and services you need. If you don't want to share your information, you need to talk to your healthcare worker about this.

## Who do I contact to speak to about my information?



**To see your information you can write to or phone:**

Disclosure Team, Medical Records Department, St Nicholas Hospital, Jubilee Road, Gosforth, Newcastle upon Tyne, NE3 3XT  
Tel: 0191 246 6896



**To talk about how your information is shared you can write to or phone:**

The Data Protection Officer, Information Governance and Medico Legal Department, St Nicholas Hospital, Jubilee Road, Gosforth, Newcastle upon Tyne, NE3 3XT  
Tel: 0191 246 6896

## Problems, complaints or suggestions



Cumbria, Northumberland, Tyne and Wear NHS Foundation Trust has a complaints policy. This leaflet is about how to make a complaint or suggestion.

If you think that we could improve our service or if you have an idea please let a nurse know.



**Easy Read version made  
by Skills for People**



Further information about the content, reference sources or production of this leaflet can be obtained from the Patient Information Centre. If you would like to tell us what you think about this leaflet please get in touch.

This information can be made available in a range of formats on request (eg Braille, audio, larger print, BSL or other languages). Please contact the Patient Information Centre  
Tel: 0191 246 7288

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