

## PRIVACY NOTICE: EASY READ



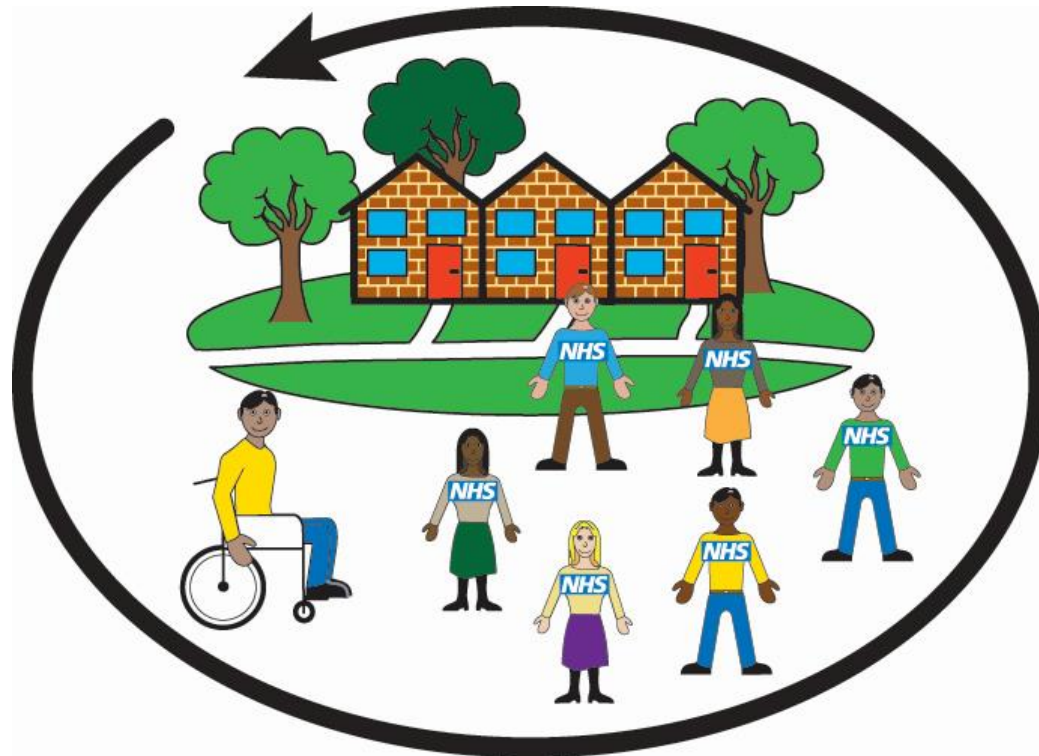
### Who are the Cambridgeshire and Peterborough NHS Foundation Trust?

We provide physical and mental health services for adults and older people; specialist mental health and learning disability services; children and young people's mental health services; children's community services (Peterborough); integrated social care; and ground-breaking research.

**We help people with their health and social care needs.**



We are registered with the Information Commissioners Office (ICO) to use information about the people we work with under the Data Protection Act 2019 and our registration number is Z6521629.



Our services are delivered at community bases, hospitals, clinics and people's homes

We have three main directorates: -

Older People's and Adult Community Services

Adult and Specialist Mental Health Services

Children's Young People's and Families Services

For more information on all our services, please visit [www.cpft.nhs.uk](http://www.cpft.nhs.uk)

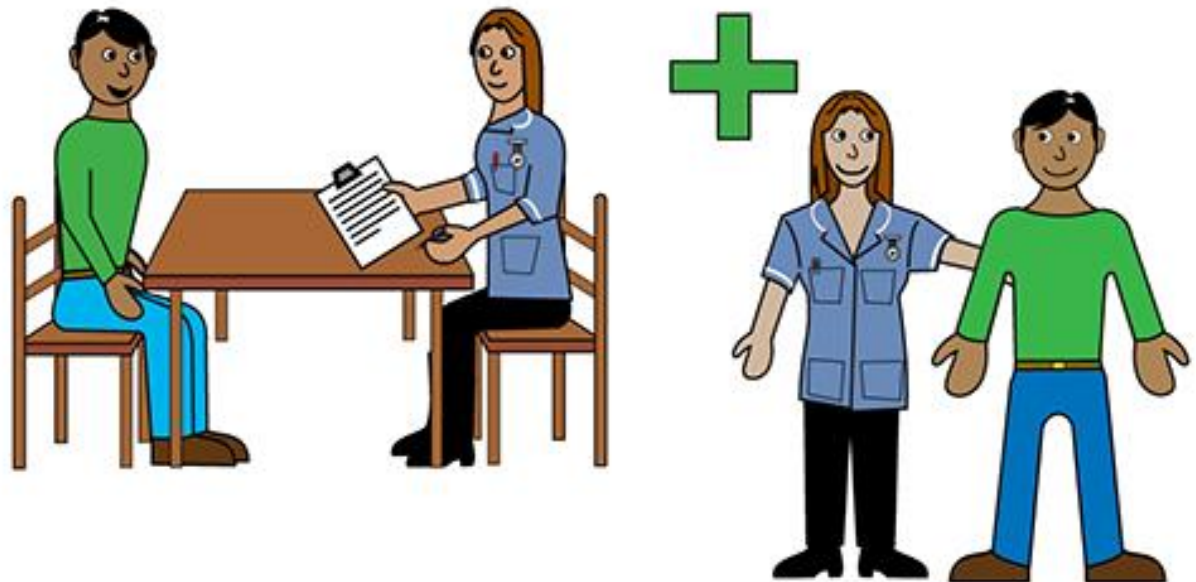
**Why do we collect personal information about you?**

Personal information is information about you or other people.

We need to keep information about you, your health, treatment and care...

...So that we can give you good and correct treatment and care.

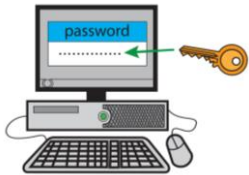
# assessment and treatment



## How do we keep your personal information?



On paper and in a file



In an electronic patient record system



Some services may wish to record part of your treatment on video or audio. We would ask you about this before we do this.

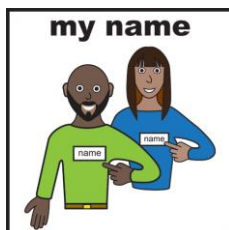
We process ( collect, store, record, change, share) information about you to provide you with 'health and social care treatment to include the management of health and social care systems and services'. This is a 'Public Task' as defined in UK law

You can read more about the Data Protection Act 2018 by visiting  
[www.legislation.gov.uk](http://www.legislation.gov.uk)

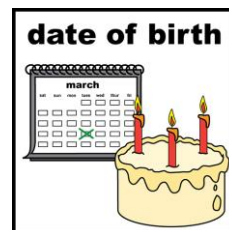


## What information do we need to collect about you?

We need some information to make you a health and social care record



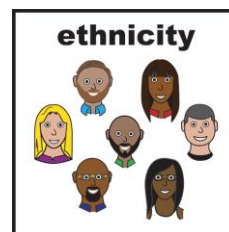
Your name



Your date of birth



Your address



Your ethnic origin



Your telephone number

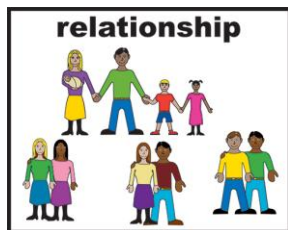


Contact details for your family or carers



Who your doctor is

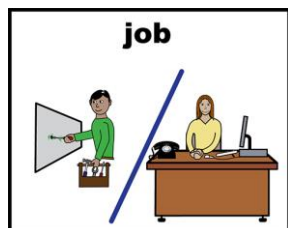
**We might also keep information about:**



Your marital status



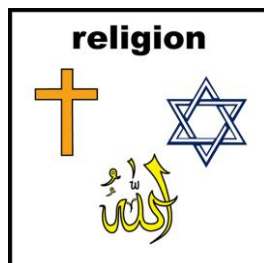
Where you were born



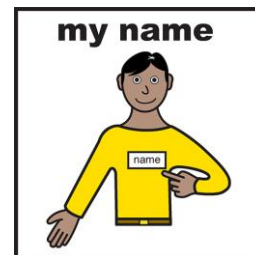
Your job



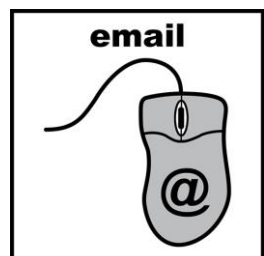
If you are using the NHS as an overseas visitor



Your religion

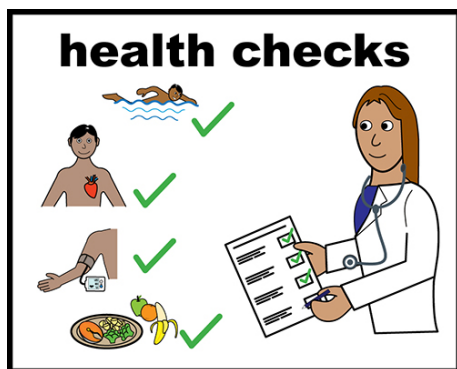


What you like to be called



Your email address (if you have one)

Some information we keep about you may be 'sensitive'. For example:



Notes about your health, treatment and care



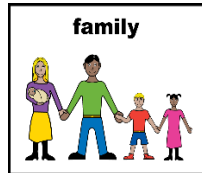
If you have a protection order that affects your health, wellbeing and human rights (safeguarding status)

**It is important for us to keep information about you so that we can help you in the best possible way.**

## Where do we get information about you?



From you



From your family and carers



From your doctor or GP

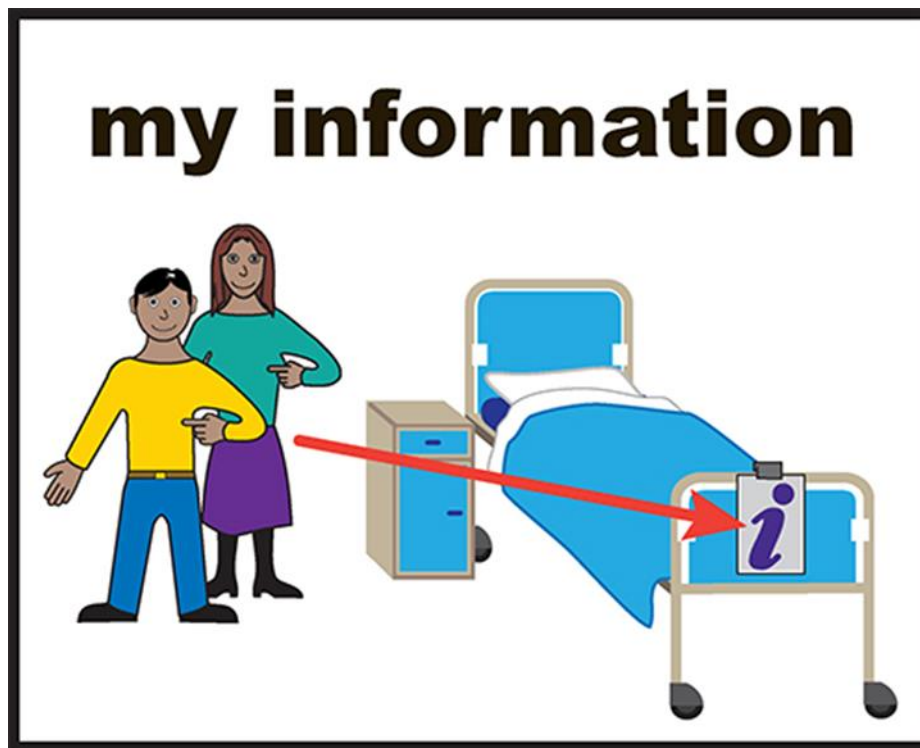


From another hospital

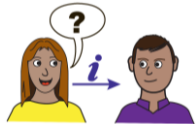
## How do we use your personal information?

We use it to help staff to find the best treatment or care for you

We use it to make sure all people involved in your care know what treatment you are getting



**We might also use your information...**



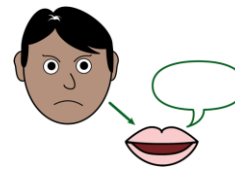
To give to other people who are treating you



To train healthcare staff



To remind you about your appointments



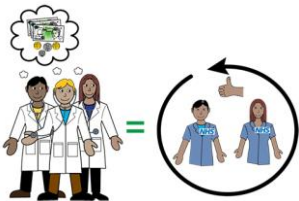
If there is a complaint



To review our service to make it better



If the law says we need to report something that happened



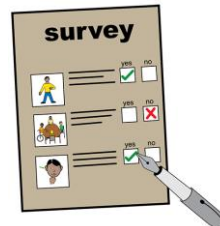
To share with the people who are paying for your care. These people are called commissioners



To find out if you could take part in research



To send reports to organisations such as the Department of Health



To ask you to take a survey



**We won't tell people your name unless we really have to.**

## Who do we share information with and why?



We need to tell you how personal information will be used. We need to have a legal reason for using your information without asking you first

## We might need to give information about you to other organisations

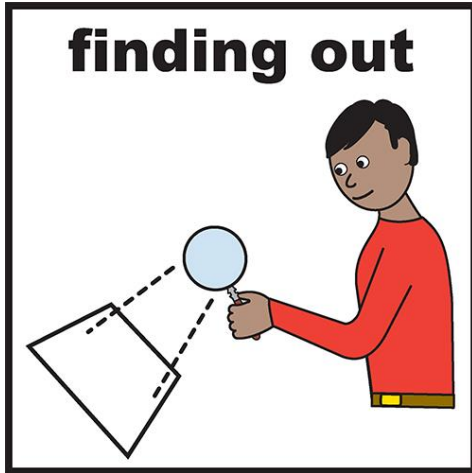
### Read about why this is...

We might share personal information with other NHS Organisations to help them give you healthcare. This would be NHS England, Public Health England and other NHS Trusts, General Practitioners (GPs), Ambulance Services, Primary Care Agencies. This may also include those organisations that help the NHS to look after your health.

We might share information with organisations like Social Services or private care homes to help them give you support.

Sometimes special permissions will be given to use information that uses your name without your consent. This may be for medical research or checking quality of care. This permission is given by the Secretary of State for Health on advice from the National Information Governance Board for Health and Social Care under strict conditions.

Sometimes, we might need to share your information because it's the law...



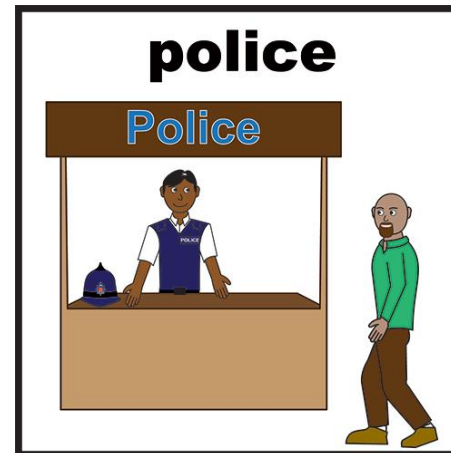
To find out if fraud is happening



If the Care Quality Commission needs it for inspection



If there is a court order



If the police need to investigate a serious crime

## **Data Protection Impact assessments**

When we process your information in a new way we must ensure that we are doing it lawfully and protecting it. We do this by completing a Data Protection Impact Assessment, we have done this for the following projects:

- MyCOPD Software – Self management app for patients with a diagnosis of COPD
- WoundWorks Software- Wound assessment software
- PASCUM Software- Podiatry activity monitoring database
- CAD/CAM Software- Digital scanning software for foot orthoses (insoles)
- S12 Solutions software- Digital app for facilitating Mental Health Act (1983) assessments
- Medtronic Care Link pro software.- Diabetes pump and sensor software
- Qb Test- Software for objective measurement of ADHD Symptoms
- CamCOPS- Data collection tool for cognitive and psychiatric assessments
- FNP Turas- Data base for collection of demographic and health information of mothers enrolled in the Family Nurse Partnership Programme
- CPIP- Cerebral Palsy Integrated pathway collection and assessment of data for children with a diagnosis of cerebral palsy to detect early risk of hip displacement.

- Peterborough Exemplar- A project involving the joining-up of mental health care provided in primary care, secondary care, local authority social support and community-based assets people with mental health illness and physical health problems.
- Silver Cloud- A Digital mental health platform providing online Cognitive Behavioural Therapy (iCBT)
- Your Covid Recovery- a web-based programme to support people who have had the diagnosis of Covid-19 virus
- ChatHealth- NHS approved text messaging service for 11- 19 year olds
- BFP LumaNova- A digital therapeutic mental health platform for children
- Healios – A CBT-E interventions programme
- Secret Agent Society- Digital Mental health platform for children
- Assemble- Volunteer Management Platform
- Reveal BWC- Body Worn Cameras
- MedBrief- Platform for managing data for the purpose of litigation.
- TOTP- Private Provider of Occupational Therapy
- MAS Dementia Wrap Around Service- Additional support from Alzheimer’s Society
- Elaros- Digital assessment and patient management platform developed for Long COVID patients.

- Digimed - Electronic Prescribing and Medicines Administration (EPMA)
- Pearsons Q Global- Digital Neurodevelopmental questionnaire

## How do we keep personal information that is part of a health and social care record?

The law tells us how to keep your information. These law include the Data Protection Act 2018, the GDPR 2016 and the Common Law Duty of Confidentiality

You can find our more by visiting <https://transform.england.nhs.uk/information-governance/guidance/records-management-code/>

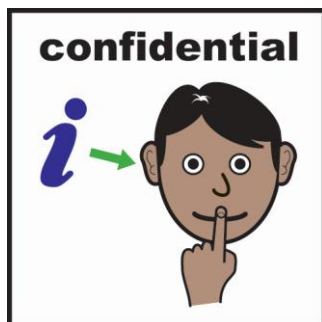
### These laws mean that we have to...



Maintain full and accurate records of the care we give you.



Give you information in a format that is accessible to you



Keep records about you confidential and secure



Keep your information safe

We will make sure and keep your information safe, using computer passwords for electronic information, and locks for paper information.



## What are your rights?

- We must tell you what we do with your information and who we share it with
- You can ask to see the information we have about you
- You can ask us to correct any information that is wrong
- You can ask us to stop sharing your information with other people, (unless we have to by law) though it might make it more difficult to take care of you
- If you think the information we have about you isn't right or we shouldn't be using it you can ask us to stop using it until this is sorted out
- We are allowed by law to process your health records for "health & social care purposes" we will ask you if it is ok (ask your consent) to share your information beyond the purposes above, you can change your mind and say "no" at any time.
- You can ask us to transfer your information to other people (sometimes)
- You can tell us to correct anything that we have about you that is wrong

- Sometimes you may be able to object' to the processing of your information where the processing would be for a purpose beyond your care and treatment (e.g. as part of a local/regional data sharing initiative)

### **National data opt-out programme**

The national data opt-out is a service that allows patients to opt out of their confidential patient information being used for research and planning.

The national data opt-out was introduced on 25 May 2018, enabling patients to opt out from the use of their data for research or planning purposes, in line with the recommendations of the National Data Guardian in her Review of Data Security, Consent and Opt-Outs.

You can view or change your national data opt-out choice any time, by visiting: [www.nhs.uk/your-nhs-data-matters](http://www.nhs.uk/your-nhs-data-matters).

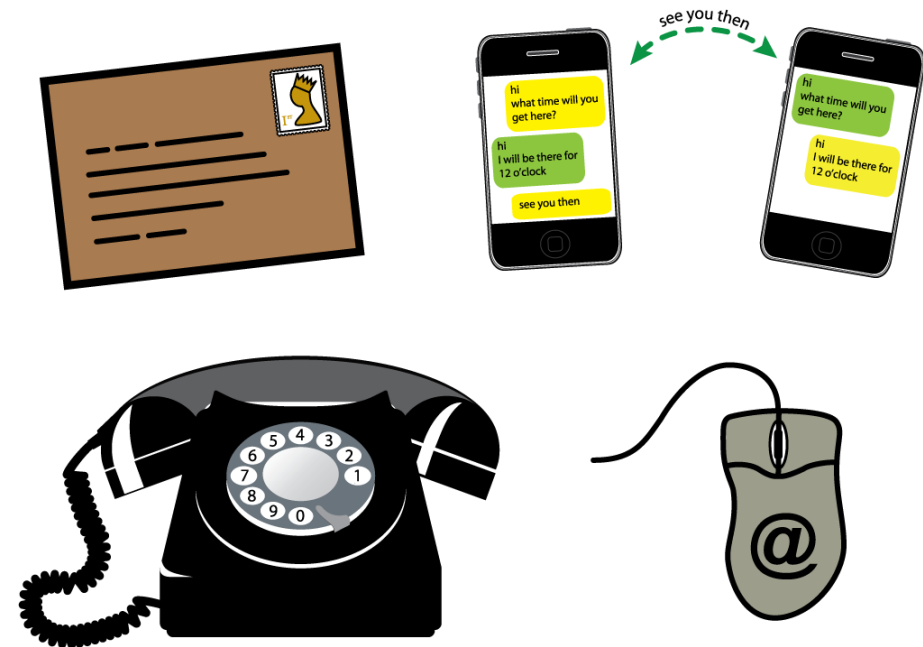
## How we contact You

### Email and SMS Communication

To reduce the amount of paper we use the Trust has moved to Email and SMS text messaging as our preferred methods of communication with you to replace the use of paper letters for communication. This may include all communication regarding your care appointments, referrals, associated tests, results, questionnaires or surveys.

You should consider the following

- Does anyone else have access to your phone or email and if so, would you be happy for them to see any messages you may receive?



- The Trusts uses encrypted emails which means that no one can see or tamper with the data while it is being transferred across the network or internet and in addition communication with you in this format will be in a password protected document. Your own emails to us may not be encrypted.
- You are responsible for ensuring you provide the correct email address and mobile number. You must inform us immediately of any changes. This will ensure you don't miss any information, and it avoids information going astray should it be sent to the wrong email or phone number.

Please contact your service if you do not want to be contacted by either of these methods to register your alternative preference moving forward.



**For more information you can contact the Data Protection Officer and the Information Governance Team:**

[CPFTInformationGovernance@cpft.nhs.uk](mailto:CPFTInformationGovernance@cpft.nhs.uk)

Data Protection Officer  
Information Governance Team  
Cavell Centre  
Edith Cavell Healthcare Campus  
Bretton Gate  
Peterborough  
PE3 9GZ

**If you are not happy with how we use your personal information you can contact the Information Commissioner's Office:**

[casework@ico.org.uk](mailto:casework@ico.org.uk)



Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF