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Your information Your rights

This booklet explains how this hospital collects, uses, retains and sometimes may share personal information. All organisations are different in how they handle personal information, this will be outlined within our privacy policy or statement on our website.



Who are we?

At West Suffolk NHS Foundation Trust (WSFT) we provide hospital and community healthcare services for Bury St Edmunds and local areas.



Why do we keep personal information about you?

Your personal information is very important to you and to us. The way we collect, keep and use information about you has developed with technology.

To ensure we can care for you in the best possible way we have to keep your health record about you and how we care for you.



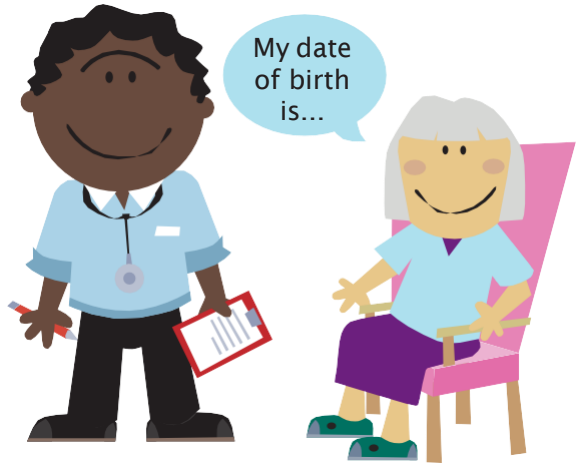
What information do we keep about you?

The information we have on your health record may include:

- your name, date of birth, where you live ,your next of kin, email address and contact numbers
- previous times we may have cared for you, this can include any tests you might have had along with any notes about your health
- Information that other health professionals may have shared with us about you.

How do we collect information about you?

Information you tell us:



Information others tell us:



Information we receive from the NHS:

The NHS will sometimes update us on anything that changes with your health, this might include any admissions, or any allergies you may have. We receive these updates to ensure the information we hold about you is correct to enable us to give you the right care.

How do we use your information?

Most importantly we use your information to provide you with the care and treatment you need.

For example: We may need to use your information to help us protect the health of the public for example; monitoring of certain infectious diseases such as tuberculosis.

There are occasions where we would like to use your information to tell other organisations relevant updates to your health record.

This might be when:



the court has asked for information



someone has an infectious disease



the police have asked for information to detect or investigate a serious crime



we may need it to protect you from harm if you are at risk to yourself or others.

How long do we keep hold of your information for?

We follow the National NHS Records Management Guidance for how long we should keep your record for.



A child's record

We keep your record up until your 25th or 26th birthday, this will depend on the age we first saw you



An adult's record

We keep your record for 8 years



Who can see your information?

Your health record information will only be seen by the individual's that are involved in your care. This may be a doctor, nurse or admin staff, this can be the admin staff that book your appointments, type up letters from your doctor or updating your personal details on your health record, for example, change of address

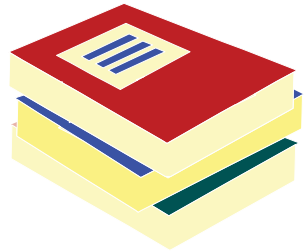


Your rights for your information

WSFT will only hold information about you that is really necessary in order to provide you care. We keep this information secure and stored safely.

Under the General Data Protection Regulation Law, you have the right to know the information we hold about you and have the right to request a copy of the information if you so wish.

If you would like to find out more about your rights, please visit our website at [Protecting your information \(GDPR\) \(wsh.nhs.uk\)](https://www.wsh.nhs.uk/protecting-your-information)



Please ask if you need this leaflet in an alternative format.

Issued by:
West Suffolk NHS Foundation Trust
Hardwicke Lane
Bury St Edmunds

Issue 2 : Oct 2023

Review date: Sept 2026

