

The Jefferiss Wing at Imperial College Healthcare NHS Trust Privacy Notice

The Jefferiss Wing at Imperial College Healthcare NHS Trust is committed to protecting your privacy when you use our services. This privacy notice explains your rights as a Jefferiss Wing service user, how we use information about you, and how we protect your privacy.

What this notice will tell you:

- Our legal basis for processing your data;
- Our purpose for processing your data;
- Whether you have to provide it to us;
- How long we store it for;
- Whether there are other recipients of your personal data;
- Whether we intend to transfer it to another country;
- Your rights and freedoms; and,
- How to lodge a complaint against the Trust to our regulatory body.

What information do we collect from you?

When you attend the Jefferiss Wing data is recorded about you on paper and electronically. We will need to collect information pertaining to your identity, contact information, health information, diagnoses, and other information which allows us to administer healthcare.

We also collect the phone numbers of sexual partners of service users of the Jefferiss Wing where necessary, in order to carry out contact tracing and notify individuals that they may have contracted a sexually transmitted disease from one of their former sexual partners.

What are our legal duties?

We exercise our official authority by collecting and using your personal data to provide you with care. The Jefferiss Wing will also use personal data to improve medical diagnoses and treatment.

Will the trust share your data with anyone else?

Data collected by and stored in the Jefferiss Wing is not shared within the Trust and to third party health and social care organisations directly involved in your care.

Data may be shared to your GP for the purposes of supporting the provision of health and social care only where, during consultation, you provide explicit, informed and unequivocal consent for this to happen. Your data will otherwise be stored separately in the Jefferiss Wing and will not be shared with anyone else.

What data about me stored elsewhere is shared with the Trust?

If you are already a patient of the Trust, we will be able to view your 'summary care record'. Apart from the summary care record, other NHS organisations involved in your care may share information with us to help us care for you.

The information regarding Sexual Health is treated as distinct and separate from the information stored on the summary care record. For more information regarding the summary care record, please see the Trust's Patient Privacy Notice.

How is my data handled safely?

We have a legal duty keep your data secure. Our staff undertake annual data security and protection training, and the Trust is subject to regular audits and independent reviews to make sure that we do keep your data safe. When we use other organisations to process your data, we ensure these processors comply with legal obligations to keep your data secure.

Personal data relating to Sexual Health and GUM are stored separately from the Trust's patient records. Sexual Health and GUM data is exclusively stored by the Jefferiss Wing.

How long will the Trust keep the data?

The Records Management Code of Practice for Health and Social Care 2016 sets out what people working with or in NHS organisations in England need to do to manage records correctly. This Code of Practice is based on current legal requirements and professional best practice and was published on 20 July 2016 by the Information Governance Alliance (IGA).

How can I access the information the Trust holds about me?

By law you are entitled to request a copy of the information we hold about you. This is known as a **Subject Access Request**. To submit such a request, we ask that you contact the Health Records team via:

- Email imperial.sexualhealth.smh@nhs.net
- Phone: 020 3312 6845; or
- Post: Jefferiss Wing, St Mary's Hospital, Praed Street, London, W2 1NY

Who can I complain to?

The Information Commissioner's Office (ICO) is the body that regulates the Trust under Data Protection and Freedom of Information legislation.

You can complain to the ICO at:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: www.ico.org.uk/concerns

Telephone: 0303 123 1113.

The Trust is registered as a data controller under the registration number **Z1152836**.

What is Personal Data?

Personal data is information that relates to an identified or identifiable individual. What identifies an individual could be as simple as a name, hospital number, or home address. The GDPR sets out the lawful conditions which must be present when processing such data.

Personal data may also include 'special categories' of personal information, such as racial or ethnic origin, genetic data, biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation. Please note that this is not an exhaustive list.

As the Trust will regularly be required to process these 'special categories' of personal data, the Trust, as a responsible data controller, are required to implement additional security controls. Both the GDPR and Data Protection Act 2018 set out the conditions the Trust must adhere to in order to lawfully and securely process special categories of patient information.

Collecting, Using and Keeping your Data Secure

What data does the Trust collect?

When you attend the Jefferiss Wing data is recorded about you on paper and electronically. We will need to collect information pertaining to your identity, contact information, health information, diagnoses, and other information which allows us to administer healthcare.

We also collect the phone numbers of sexual partners of service users of the Jefferiss Wing where necessary, in order to carry out contact tracing and notify individuals that they may have contracted a sexually transmitted disease from one of their former sexual partners.

This includes details about:

- Your identity - name, date of birth, NHS number
- How to contact you - address, telephone, email address
- Your 'next of kin' - a close relative or friend
- Your diagnosis or treatment
- Any allergies or health conditions

Any information that identifies you personally is known as 'personal data'. We collect this personal data to build your health record. These records are collected and used by our staff to help them provide your care.

Under data protection law, we are the 'data controller' of the data we hold about you and we are responsible for determining how it will be used to perform our legal duty. We are registered with the Information Commissioner's Office as a data controller – our registration number is **Z1152836**.

Sexual Health and GUM data collected as part of the service provided by the Jefferiss Wing is kept completely separate from the main patient Health Record to preserve patient confidentiality in sexual health services.

HIV Records are regarded as hospital records and are not regarded as GUM records.

Why does the Trust need to collect your data?

We want to provide you with the best possible care. Accurate and up-to-date information allows:

- Doctors, nurses and other healthcare professionals to decide the best possible treatment for you.
- For the Trust to review and improve the quality of our care and services.
- Your care to be continued safely if you are seen by a different clinician at the Jefferiss Wing.
- Your concerns to be properly investigated if you want to raise a concern or make a complaint.

Data may be shared to your GP for the purposes of supporting the provision of health and social care only where, during consultation, you provide explicit, informed and unequivocal consent for this to happen. Your data will otherwise be stored separately in the Jefferiss Wing and will not be shared with anyone else.

We use your data in medical research undertaken by our staff. This helps researchers to understand how to diagnose illnesses earlier and to develop new treatments. We aim to apply research discoveries to healthcare as quickly as possible in order to improve the lives of our patients and the wider population.

Researchers will never be allowed to use data that identifies you personally. This data includes, though is not limited to, your name, address and contact details – unless you have given explicit, informed consent.

The Trust's Legal Duties

Providing care

We exercise our official authority under the National Health Service and Community Care Act 1990 (as amended by Section 28(3) of the Health and Social Care (Safety and Quality) Act 2015) by collecting, using and, if necessary, sharing your information in order to provide you with care. Data protection legislation allows us to use your information in order to carry out our official authority as an NHS Trust.

Service improvement and planning

We share your information with NHS England and other central NHS organisations because they hold official authority under the NHS Act 2006.

Most of the time, they will request information that has been anonymised – where your personal details such as your contact information have been removed. If they request your personal data, they will provide us with an additional legal justification.

Medical research

Improving medical diagnosis and treatment is in the interest of communities and public health. Research undertaken by the Trust, other NHS organisations or academic partners is lawful because we are acting within the capacity of a public authority and performing research in the public interest.

Research sponsored by commercial companies or charitable organisations is lawful because data is collected under the Trust's public authority, and then further processed for purposes of scientific research as permitted under of the Articles 5(1)(b), 5(1)(e), 9(2)(j) and 89(1) of the GDPR.

Medical Situations

There are some situations where staff are legally required to pass on information. For instance, they will have to share information to register a birth or they may share information with the police in order to prevent a serious crime.

This table shows the legal grounds for the different purposes for using your data.

Purpose	Legal Grounds
Providing you with care	Section 5 of the National Health Service and Community Care Act 1990, as amended by Section 28(3) of the Health and Social Care (Safety and Quality) Act 2015. Section 251 of the National Health Service Act 2006.
Service improvement and planning	General Data Protection Regulation Article 6(1)(e) and Article 9(2)(h).
Medical research	General Data Protection Regulation Article 5 (1) (b) and (e), Article 6 (1) (e), (f) and Article 9 (2) (g) (i) & (j) taking account of Article 89 safeguards and derogations.
Other situations – such as sharing data to your GP	General Data Protection Regulation Article 6 (1) (c)

How is my Data Handled Safely?

We have a legal duty keep your data secure. Our staff undertake annual data security and protection training, and the Trust is subject to regular audits and independent reviews to make sure that we do keep your data safe.

We use other organisations to help us process your data. We make sure these organisations also comply with their legal obligations to keep your data secure, including when they are based outside of the UK. These organisations can only use your data in the way that we have instructed and they will never use your personal data for commercial gain.

Personal data relating to Sexual Health and GUM are stored separately from the summary care record. Sexual Health and GUM data is exclusively stored by the Jefferiss Wing.

How Long will the Trust Keep the Data?

The Records Management Code of Practice for Health and Social Care 2016 sets out what people working with or in NHS organisations in England need to do to manage records correctly. This Code of Practice is based on current legal requirements and professional best practice and was published on 20 July 2016 by the Information Governance Alliance (IGA). We will set a retention period for our research partners and any organisations that help us to provide your care. They must delete or return your data in line with the retention periods set out by the IGA.

What are your Rights as a 'Data Subject'?

The right to be informed

We are required to inform you about how we collect and use your personal data.

The Right to Access

By law you are entitled to request a copy of the information we hold about you. This is known as a **Subject Access Request**. To submit such a request, we ask that you contact the Sexual Health Team via:

- Email imperial.sexualhealth.smh@nhs.net
- Phone: 020 3312 6845; or
- Post: Jefferiss Wing, St Mary's Hospital, Praed Street, London, W2 1NY

The Trust must comply with a request without undue delay and at the latest within one month of receipt of a valid request. Please note this will be subject to verification of the identity of the requester as appropriate.

If we are unable to provide you with the information, then we will explain the reasons to you. In most cases we will provide a copy of the information to you for free but there are some circumstances the Trust will charge a reasonable fee. A reasonable fee for the administrative costs of complying with the request if:

- It is manifestly unfounded or excessive; or,
- An individual requests further copies of their data following a request.

At times we may not be able to share your whole record with you, particularly if the record contains confidential information about other people, information which could cause harm to your or someone else's physical or mental wellbeing, or which might affect a police investigation.

The right to rectification

You may request that we make changes to any data we hold about you that is incorrect or incomplete. We will take action to rectify inaccuracies in the personal information we hold about you when it is drawn to our attention. Sometimes it may be necessary to add an explanatory note to your information (an addendum) rather than change the original record.

The right to erasure

This qualified right is also commonly referred to as the 'right to be forgotten'. However, the GDPR sets out clear examples of when this 'right' does not apply. For example, data necessary in the scope of healthcare, social care and public health. The right will also not apply in the context of public interest, specifically public health (e.g. preventive or occupational medicine, assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment, the management of health or social care systems, protecting against serious cross-border threats to health and more).

There are important clinical reasons for the Trust adhering to these standards. For example, the Trust would be not erase medical diagnoses or allergy information from a health record as this would be against the best interests and clinical safety of the data subject.

The right to restrict processing

You may request that we restrict the processing of your data in certain circumstances – such as perceived inaccuracies on your medical record. A restriction of processing is usually a temporary measure while we investigate your concerns. The right to restrict processing is not an absolute right, and we may decide not to restrict the processing of your data if we consider that processing to be necessary for the purpose of the public interest or for the purpose of your legitimate interests.

The right to data portability

The right to data portability allows data subjects to obtain and reuse their personal data for their own purposes across different services. It allows them to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way, without affecting its usability.

The Trust's basis for processing your data under the GDPR means that we are not legally required to provide your information in a machine-readable form.

Rights related to automated decision making (including profiling)

Imperial College Healthcare NHS Trust does not make automated decisions about patients or carry out evaluations based on any automated processes (profiling).

More Information, Making a Complaint and Important Contact Details

You can find out more about how we process your information by visiting our website www.imperial.nhs.uk

Informing the Trust of any Issues or Concerns

If you have any issues or concerns please contact our patient advice and liaison service (PALS) or complaints team. PALS is an independent service available to patients, relatives, carers or visitors.

Contact PALS at St Mary's: Email IMPERIAL.PALS@NHS.NET to raise concerns and give feedback on any of our sites or services.

Alternatively, please call 020 3312 7777 from Monday to Friday, 09.00 - 17.00.

The walk-in PALS office is open Monday to Friday, 10.00-16.00 and located on the Ground floor of the Queen Elizabeth the Queen Mother (QEQM) building, St Mary's Hospital, South Wharf Road, London, W21 NY.

To contact PALS via post, please address your letter to:
PALS Manager,
Ground Floor,
Clarence Wing,
St Mary's Hospital
South Wharf Road,
London,
W2 1NY.

Alternatively, you may wish to make a formal complaint.

Making a Formal Complaint

To lodge a formal complaint, please email our Complaints Office at:
ICHC-TR.COMPLAINTS@NHS.NET

Alternatively, you may wish to send a letter addressed to:
Complaints Department,
Fourth Floor,
Salton House,
St Mary's Hospital,
Praed Street,
London,
W2 1NY.

Contacting the Data Protection Office

The Trust's Data Protection Officer is Philip Robinson, you can contact him at:

Data Protection Office
8th Floor Salton House
ICT Division
St Mary's Hospital
Praed Street
London
W2 1NY

Email: imperial.dpo@nhs.net
Telephone: 020 370 48355

Contacting the Trust's Supervisory Authority

The Information Commissioner's Office (ICO) is the body that regulates the Trust under Data Protection and Freedom of Information legislation. <https://ico.org.uk/>. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the ICO at:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: www.ico.org.uk/concerns
Telephone: 0303 123 1113.

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