

# Your health records



# Your health records



To make sure that you receive the best possible medical treatment without delay, we must keep records about you, your health and the medical care you receive.

Your health records include information like test results, medications, allergies and social care or mental health information relevant to your health care.

This leaflet is about those records, how they are used, and your rights to control information about you.

Each time you see a care professional – GP, doctor, nurse or other health and social care professionals such as a specialist at your local hospital or an out of hours GP – they refer to your health records and update them with current details of your health and any treatment they give you.

Keeping a single shared set of your records means that everyone involved in your care works together as a team to make the best decisions about your diagnosis, treatment and care plan. This means:

- you don't have to repeat your medical history every time you see someone new;
- you have treatment and care based on up-to-date records;
- you shouldn't have any unnecessary hospital stays or duplicate tests;
- everyone involved in your care has access to current information when they need it;
- your records are more secure because there are no longer several copies held in different places.

# About your health records



Your health records have information relevant to your care, including:

- your name, address, date of birth and NHS number;
- details of any medicines, allergies, test results and X-rays;
- your medical history, such as past illnesses, time in hospital and visits to your GP;
- details of any chronic or ongoing illnesses such as diabetes or arthritis;
- plans for your future care.

The people who care for you share these records so they can work as a team to provide you with safe and effective care that is based on the right information.

You have the right to decide how your information is used and can change your mind at any time.

# Keeping your information safe and secure



Your records will be secure and will only be accessed in specific circumstances by a limited number of professionals.

Everyone who works for the NHS or in partnership with us must comply with the Data Protection Act and NHS's own standards of confidentiality, which control how personal information is used, shared, processed and stored. Anyone who receives your information has a legal duty to keep it confidential at all times so whatever you decide, your records will always be held safely and securely.

## Your information, your choice



You will normally be asked for your consent each and every time someone wants to access your personal health records. Only people directly involved in your care are allowed to see your health records and they will only be given as much information as they need to play their part in your care.

The main exception to this will be in a medical emergency where life-saving treatment may be required.

### **You also have the right to:**

- ask for a copy of all records held about you (there may be an administration charge for providing these);
- ask for a list of everyone who has looked at your records and when;
- choose someone to make decisions about your healthcare if you become unable to do so (this is called 'a lasting power of attorney').

If you decide you wish to restrict how your health records are shared, you have the right to do so. However this could affect the quality of care you receive, particularly in an emergency. For example, if your records weren't shared and you were in an accident, A&E staff would not have important information about you at their fingertips to help them make critical, life-saving decisions about your care and treatment.

For more information about opting out, please speak to your GP.

# Using information to bring you better services



Alongside hospitals and GPs, there are organisations that monitor the performance of healthcare and plan for future services. One of those is Islington Clinical Commissioning Group (CCG).

Islington CCG plans and buys (known as commissioning) local health services for the people of Islington and is responsible for monitoring how well those services perform. To help us do this we need to collect and study anonymous health information. Access to anonymised health data is also governed by strict rules of access, use and confidentiality, and is used for specific health-related purposes.

For example, anonymous information may show that people in Islington have a high incidence of depression and dementia. We can use that information to improve early diagnosis and increase access to our psychological therapies and community clinics.

We treat anonymous data with the same strict safety and security measures as your individual health record.

If you don't want your information used for this purpose just tell your GP and he or she will ensure that your information isn't collected. You can do this at any time and change your mind as often as you like.

Want to know more?



If you have any concerns about privacy and confidentiality, or want to know more about how we use anonymous information, you should check with your GP or contact Islington Clinical Commissioning Group at the address below.

This leaflet was produced by Islington CCG. To tell us what you think about this leaflet and find out more about how you can get involved with our work:

**Islington Clinical Commissioning Group**

338-346 Goswell Road  
London  
EC1V 7LQ

Telephone: 020 3688 2900  
Email: [islington.ccg@nhs.net](mailto:islington.ccg@nhs.net)  
Web: [www.islingtonccg.nhs.uk](http://www.islingtonccg.nhs.uk)

INSERT TRANSLATION