



## Who do we work with?

We work with some organisations who we might share your information with:

- hospitals and other people who provide health care
- ambulance services
- family doctors
- dentists
- sexual health services
- opticians
- pharmacies

We might also share your information with other organisations like social services, schools and councils but we will always try and talk to you about it first.

**If you want to know any more about what we do with your information, please talk to the doctor or nurse looking after you. You can also ring our customer care team on 01482 347627.**

If you require independent advice you can contact:

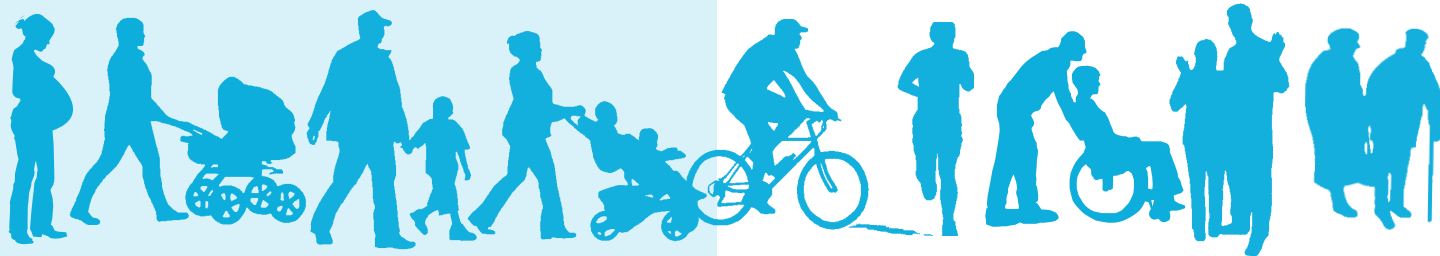
Information Commissioner  
Wycliffe House, Water Lane  
Wilmslow, Cheshire  
SK9 5AF  
Tel: 01625 545700

**City Health Care Partnership CIC**

a co-owned business

## Your Information

### How and why we use it



**If you would like this document in an alternative language or format, such as audio tape, large print or Braille, please call 01482 347649.**

City Health Care Partnership CIC is an independent 'for better profit' and co-owned Community Interest Company responsible for providing local health and social care services. Registered in England No: 06273905



Providing Quality Care





## Why do we keep information about you?

We want to make sure we are looking after you properly so we keep information about what medicines and treatments we have given you.

This is the sort of information we keep:

- **Your address and the name of someone who is close to you, in case we need to contact them**
- **Times when we have seen you**
- **Important facts about your health and what we are doing to help you**
- **Results from any tests you have had**
- **Important information from other doctors, nurses or your family**



## What do we do with this information?

- **We use it to decide how best to look after you**
- **We need to know what treatments you have had, so doctors, nurses and dentists can get paid for treating you**
- **If something goes wrong, we need to check what has happened**
- **We use it to teach doctors and nurses**

The Care Quality Commission check that we are looking after information properly and look at some of the records that we keep. If you don't want them to look at your information, please let us know.

We will only share information about you with people who are looking after you or checking that we are doing things properly but we won't share it if you ask us not to.



## How do we make sure only the right people see your information?

Everyone who works in the NHS has to keep information about you safe. We will only share it to help in looking after you and won't share it with anyone else unless:

- **you ask us to share it**
- **we ask you and you say we can**
- **the law says we have to**
- **we have special permission to use it for health or research**
- **we have special permission because it will help lots of people**

Sometimes a doctor or nurse might need to tell other organisations, such as social services, certain things so that we can all work together for you. We will tell you if they are going to do this.

The law says that we have to report some things, such as babies being born, if the court has made a decision about someone or if you have a dangerous disease like meningitis or measles.

