
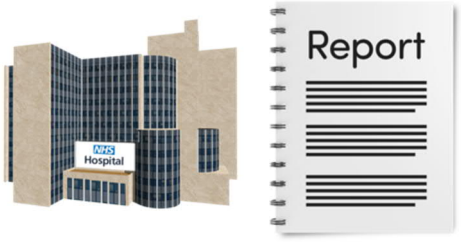








# PATIENT INFORMATION







## HOW IS MY INFORMATION USED?




Protecting information that we hold about you  
(Easy Read)

	<p>We hold information about all people that use our care services.</p> <p>This may include you and people who help care for you.</p>
	<p>You may have given us this information yourself as it helps us to take care of you.</p> <p>We may also have been given information by other people who have helped care for you in the past or at home.</p>
	<p>We keep this information private and <u>only</u> share it with people who give you care.</p> <p>This may include sharing to doctors and nurses, but only if they need to know.</p>

*Working with you, for you*

	<p>We collect information that describes you:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Weight</li> <li>• Height</li> <li>• Date of your birthday</li> </ul>
	<p>We collect information about how we can get in touch with you:</p> <ul style="list-style-type: none"> <li>• House number and address</li> <li>• Phone number</li> <li>• Email address</li> </ul>
	<p>We collect information about your health:</p> <ul style="list-style-type: none"> <li>• Health problems and history</li> <li>• Treatments you receive</li> <li>• Your home and work environment</li> <li>• Info about people involved in your care</li> </ul>
	<p>All information about you is kept safe as it is important for care we provide at a later date.</p> <p>We keep this information safe when we share it with others who provide you care.</p>
	<p>The information we keep is sometimes on a computer or written on paper.</p> <p>We keep this information safe and will tell you if anything happens to it that we don't expect.</p>

	<p>Your information can help us provide care for others or make the NHS work better.</p> <p>We won't use any information that describes you for this purpose, we keep that private.</p>
	<p>The law says we have to treat your information carefully and let you know what we do with it.</p> <p>If you have any questions about your information, you can ask our staff members.</p>
	<p>Some laws may mean we have to share information about you that we hold.</p> <p>That information is kept safe and only shared to people who need to know it.</p>
	<p>We have to keep information about you up-to-date and make sure it is correct.</p> <p>You can tell us when information we hold about you is wrong and needs to be changed.</p>
	<p>We only keep information as long as we need to as it may help with later care we give you.</p> <p>When we are done with your information we use a specialist waste service to destroy it in a way that keeps your information private.</p>
	<p>You can ask for a copy of the information we hold about you.</p>

	<p>If you would like a copy of your information, we will need a request to be sent to our Data Access and Disclosure Office ( DADO ).</p>
	<p>You can call the Data Access and Disclosure Office ( DADO ) on 01803 654868</p> <p>You can email us at <a href="mailto:dataprotection.tsdf@nhs.net">dataprotection.tsdf@nhs.net</a></p>
	<p>If you have a problem with any care that has been given to you or we have used your information the wrong way, please contact the Patient Advice and Liaison Service ( PALS ).</p>
	<p>You can call the Patient Advice and Liaison Service ( PALS ) on 01803 655838</p> <p>You can email them at <a href="mailto:tsdf.feedback@nhs.net">tsdf.feedback@nhs.net</a></p>

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For further assistance or to receive this information in a different format, please contact the Data Access and Disclosure Office (DADO).