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**INFORMATION FOR PATIENTS**

# Opting Out of Information Sharing

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**Sherwood Forest Hospitals NHS Foundation Trust** is the main acute hospital trust providing healthcare services for people in and around Mansfield, Ashfield and Newark. This opting out leaflet explains what information we hold about you, how we use the information, who we share the information with and if you would like to Opt Out of information sharing.

## What information do we hold about our patients?

In order to provide high quality care we record information about you, your health and treatment. This information is held both electronically or as a written medical note and could include the following:

- Name, address, telephone numbers, date of birth, nhs number, next of kin
- Appointments, attendances and admissions at hospital
- Letters, notes and reports about any contacts that we have had with you or other health practitioners
- Investigation and test results, such as x-rays and blood tests.

## How do we use this information?

The information we hold is used by doctors, nurses and other healthcare professionals to:

- Assess your health and make decisions about on-going care and treatment.
- Ensure your care is safe and effective.

- Effectively working with other professionals who are providing your care.

## Who do we share your information with?

We may need to share information with other care providers to support future treatment or to find out information about previous treatment not within the Trust.

We can also share information about your care to relatives, Carers and friends **but only if you provide us with permission to do so.**

In addition to be above, personal information about the treatment and care we have provided to you will be shared with NHS Digital (previously HSCIC). This could be to assist in improving the services that the NHS provides to patients. These purposes are termed as being for non-direct patient care.

NHS Digital is a government organisation whose primary function is data collection and analysis. When carrying this out special care is taken to remove any personal information that could identify you.

The information gathered helps to improve the NHS and Social Care. This work is often reported in the news and discussed at Parliament.

## Can I ask that my information is not shared with NHS Digital?

Yes you can use the Opt Out Form in this leaflet to let us know that you do not wish your details to be shared. This will mean that the information about attendances, appointments and admissions will be sent, however any information that could be used to identify you (such as NHS number, name, date of birth) will be removed before any submission is made.

The withdrawal of consent will only affect information that will be sent in the future – we are unable to remove identification retrospectively.

### OPT OUT FORM

To whom it may concern

I have read and understood the 'Opting out of Information Sharing' leaflet and I wish to inform SFH Trust that I do not want personal, confidential information that is held by the Trust to be shared for non-direct patient care purposes.

I ask the Trust to formally record my decision to opt out on my patient record and to take steps to ensure that my information is not shared for non-direct patient care in the future.

Signature.....  
Date Signed.....  
Full Name.....  
Address.....  
.....  
.....  
.....  
Postcode.....  
Date of Birth .....

## Information Governance

### Further sources of information

NHS Choices: [www.nhs.uk/conditions](http://www.nhs.uk/conditions)

Our website: [www.sfh-tr.nhs.uk](http://www.sfh-tr.nhs.uk)

### Patient Experience Team (PET)

PET is available to help with any of your compliments, concerns or complaints, and will ensure a prompt and efficient service.

**King's Mill Hospital** Tel: 01623 672222

**Newark Hospital** Tel: 01636 685692

**Email:** [PET@sfh-tr.nhs.uk](mailto:PET@sfh-tr.nhs.uk)

If you need this information in a different language or format, please contact the PET (as above).

Whilst every effort has been made to ensure the accuracy of the information contained in this publication, Sherwood Forest Hospitals NHS Foundation Trust cannot accept liability for errors and omissions. The information should not replace advice that your relevant health professional would give you.

External websites may be referred to in specific cases. Any external websites are provided for your information and convenience. We cannot accept responsibility for the information found on them. Stating a web address does not imply we endorse a particular site. Neither does not stating a web address imply lack of endorsement.

If you require a full list of references for this leaflet, please email [patient.information@sfh-tr.nhs.uk](mailto:patient.information@sfh-tr.nhs.uk) or telephone 01623 622515 ext 2715.

All of our hospitals are smoke free and as such you will not be able to smoke anywhere on site including the car parks, pathways and grounds. Please speak to a member of staff if you would like to stop smoking. We can offer advice and refer you to services that support smokers who want to cut down or stop completely

To be completed by the Communications office  
Leaflet code:  
Created: Month Year / Review Date: Month Year