

# How we use your personal information

## Privacy Unit

Information for Patients

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## Why do you keep information about me?

We aim to give you the best possible health care. To do this, we have to keep records about you. These records include sensitive information about your health and the treatment we (and others) have given (or plan to give) to you.

The records we keep are:

- your name, address, date of birth, age, gender and emergency contact details.
- clinic letters, referrals and notes about your appointments.
- test results and images, such as scans, X-rays and photographs.
- other information that may affect your health condition.

We protect your personal information and make sure that only the staff who need to know in order to care for you can see it.

## Your rights

You have a right to know what information we hold about you. please make a request to the Access to Health Records Team via the SAR Portal: [uhl.ams-sar.com/](http://uhl.ams-sar.com/)

If you have difficulty in accessing the above, you can contact the Access to Records Team on **Switchboard 0300 303 1573 (Access to Records Team)**

In most cases, there is no charge for this service unless it is for something extra that is not in a usual medical record, like a medical report allowing you to fly.

If any information we have is wrong, you would like other information or want to complain about our data usage, contact the Privacy Unit by email: [infogov@uhl-tr.nhs.uk](mailto:infogov@uhl-tr.nhs.uk) or the Patient Information and Liaison Service on 0808 178 8337.

We cannot delete or stop using your information if it would stop us being able to treat you if you need medical care.

**Health information and support is available at [www.nhs.uk](http://www.nhs.uk)  
or call 111 for non-emergency medical advice**

Visit [www.leicestershospitals.nhs.uk](http://www.leicestershospitals.nhs.uk) for maps and information about visiting Leicester's Hospitals  
To give feedback about this information sheet, contact [InformationForPatients@uhl-tr.nhs.uk](mailto:InformationForPatients@uhl-tr.nhs.uk)

To take things further, you can contact the Information Commissioner's Office. Visit [www.ico.org.uk](http://www.ico.org.uk) or phone 0303 123 1113.

## Who might my information be shared with?

We may share information with our partner organisations so that we can give you the best care and to protect your best interests. These organisations include:

- other NHS trusts and organisations
- ambulance service providers
- Social Services
- local authorities
- law enforcement agencies
- private sector service providers
- NHS England and NHS Digital

Before we send information, we make sure that we are allowed to share it with these partners by law, and that it will be protected. We check to make sure that each of our partners will look after the information as well as we do.

If the organisation does not need to know who individual patients are, we make sure that we take out any of these details before we send any information.

We also share information nationally so that NHS England can plan the best way to provide care to the whole country.

## Using your information for research and clinical audits

We must carry out medical research to find new treatments and improve public health. Most of the time we can use information that does not show who the individual patients are, but sometimes we must know who they are. We check that all information used for research is protected and safe.

If you are happy for your information to be used for research, you do not have to do anything.

To opt out, or for more information, visit [www.nhs.uk/your-nhs-data-matters/](http://www.nhs.uk/your-nhs-data-matters/). Opting out will mean your information will not be used for research or audits, but will still be used to support your care.

## More information

For further information, contact the Privacy Unit by email: [infogov@uhl-tr.nhs.uk](mailto:infogov@uhl-tr.nhs.uk)

or visit: [www.leicestershospitals.nhs.uk/aboutus/about-this-website/data-protection/](http://www.leicestershospitals.nhs.uk/aboutus/about-this-website/data-protection/)

Leicester Hospitals Data Protection Officer is Mr Saiful Choudhury.

اگر آپ کو یہ معلومات کسی اور زبان میں درکار ہیں، تو براہ کرم مندرجہ ذیل نمبر پر ٹیلی فون کریں۔  
على هذه المعلومات بلغةٍ أخرى، الرجاء الاتصال على رقم الهاتف الذي يظهر في الأسفل  
જો તમને અન્ય ભાષામાં આ માહિતી જોઈતી હોય, તો નીચે આપેલ નંબર પર કૃપા કરી ટેલિફોન કરો

ਜੇ ਤੁਸੀਂ ਇਹ ਜਾਣਕਾਰੀ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ ਚਾਹੁੰਦੇ ਹੋ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਹੇਠਾਂ ਦਿੱਤੇ ਗਏ ਨੰਬਰ 'ਤੇ ਟੈਲੀਫੋਨ ਕਰੋ।  
Aby uzyskać informacje w innym języku, proszę zadzwonić pod podany niżej numer telefonu

If you would like this information in another language or format such as EasyRead or Braille, please telephone 0116 250 2959 or email [equality@uhl-tr.nhs.uk](mailto:equality@uhl-tr.nhs.uk)



Leicester's Hospitals is a research active trust so you may find research happening on your ward or in your clinic. To find out about the benefits of research and become involved yourself, speak to your clinician or nurse, call 0116 258 8351 or visit [www.leicestersresearch.nhs.uk/patient-and-public-involvement](http://www.leicestersresearch.nhs.uk/patient-and-public-involvement)