

What information can be collected by students?

When you agree to talk to students you may find that they write notes when talking to you. This is in order to record and remember the learning points from your story so that they can then go on to learn further. Your records may be used at this time. Everyone's record may be used for student learning in ways that are detailed earlier in the leaflet. All information that the students hold will be anonymous.

How do we keep confidential the information that you share with the students?

The students are bound by the same duty as all other NHS employees to keep information about you confidential.

The students are trained in the ethics of confidentiality and are aware of the responsibility they have to treat the information they are given with the greatest of respect.

Outside the practice the students will not discuss your personal details with anyone but they may discuss the things they have learnt with fellow students and mentors. This will only be done in appropriate situations as part of their training.

We will not disclose your information to anyone else without your written consent unless there are exceptional circumstances such as when the health and safety of others is at risk or where the law requires information to be passed on.

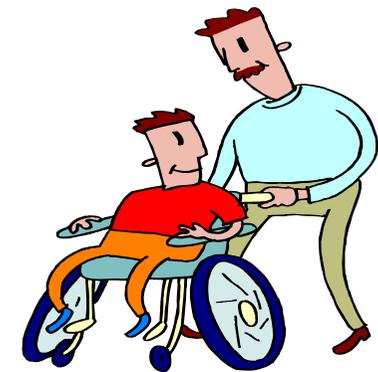
Confidentiality is something we are taking seriously and we hope that this leaflet has been helpful

If you have any other questions please ask!

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Confidentiality

Information about how your records are used.



in collaboration with the School of Medicine,
Health Policy and Practice, University of East
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This leaflet explains why information is collected about you and answers some questions about the ways in which this information may be used, especially in medical education

Why do we collect information about you?

Your doctor and other health professionals caring for you keep records about your health and any treatment and care that you receive from the National Health Service. These help ensure that you receive the best possible care from us. They may be written down (manual records), or held on a computer.

How are your records used to help you?

Your records are used to guide and administer the care you receive to ensure:

your doctor, nurse or any other health care professional involved in your care have accurate and up to date information to assess your health and decide what care you need when you visit in the future

- full information is available should you see another doctor, or be referred to a specialist or to another part of the NHS
- your records provide a good basis for assessing the type and quality of care you have received
- they can be used to investigate any problems or difficulties that might occur in your care

How are your records used to help the NHS?

Your health records may also be used to help us:

- review the care we provide to ensure it is of the highest standard
- teach and train healthcare professionals
- help us plan for the future
- improve the NHS by carrying out health research and development
- work out how we are doing in the NHS by preparing statistics like waiting times

- work out whether we have met nationally set targets.

Can you be identified?

Everyone who has access to your records or any of your details is bound by a strict code of behaviour to keep these details confidential (including any students or trainees, see next page). When we are looking after you your records may need to be available to members of the primary care team.

Some of this information may be held centrally e.g. by the health authority, but where this is used for statistical purposes we are very careful to make sure individuals cannot be identified.

When we are working out statistics to see if we are meeting national standards, or to measure how we are performing, we use data from personal records. Some of these statistics are passed to organisations like universities, community safety units and research institutions who are working on improving things for the future.