

FAIR PROCESSING NOTICE

This notice reminds you of your rights under the Data Protection Act 1998 and tells you how West Norfolk Clinical Commissioning Group (WNCCG) processes information about you.

We only use your information for lawful purposes in order for us to administer the business of the **WNCCG** effectively.

This may include minutes of meetings, reports, action plans, newsletter articles, etc which may be published on the website and/or the intranet.

WNCCG has a duty to protect all information. If you have any concerns about where this information is published, or feel you will be put at risk by the disclosure of this information, please contact the Head of Corporate Affairs.

Confidential and Security

Information held about you, whether on paper or computerised, is protected from unauthorised access.

Consent for sharing information

We will not routinely disclose any information about you without your express permission.

There may be circumstances where we are bound to share information about you owing to a legal obligation, such as telling authorities about the birth of a child.

Whenever we can we will remove personal details which identify you. Anyone who receives information from us is also under a legal duty to keep this information confidential.

What are my records used for?

The people caring for you use your information (paper or electronic) to provide treatment check the quality of your care help you make good decisions about your health and to investigate complaints and claims. We sometimes use your information to:

- Check the quality of care we provide to everyone (a clinical audit).
- Protect the health of the general public.
- Monitor how we spend public money.
- Train healthcare workers.
- Carry out research.
- Help the NHS plan for the future.

If we use your information for these reasons, we will remove your name and other details which could identify you. If we need the information in a way that identifies you, we will ask you first.

Access to your information

The Data Protection Act 1998 gives you the general right to apply to see or to be given a copy of personal data held about you.

Maximum fees for access and providing copies are set down by law.

For further information please contact the WNCCG's Head of Corporate Affairs.

Complaints/Appeals

In the event that you believe NHS West Norfolk CCG has not complied with the Act, either in responding to a request or in our general processing of your personal information, and if you are not satisfied with the response from the Head of Corporate Affairs, you should contact the WNCCG's Senior Information Risk Owner (SIRO).

Of course you always have the right to complain to, appeal to or raise your concerns with the Information Commissioner by writing to:

Information Commissioner
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire, SK9 5AF

Enquiry Line: 01625 545700
www.ico.gov.uk

Further Information:

This notice does not give a full explanation of the Law. If it doesn't answer your questions or you would like more detailed information, contact the Office of the Information Commissioner.

Should you wish to know more about any information that is held about you as a patient, please contact your local health care provider.

Further Help

For further information and help with Information Governance, please contact:

Head of Corporate Affairs
West Norfolk CCG
Contact.wnccg@nhs.net