****

**PATIENT INFORMATION SHARING**

**OPT OUT PROCEDURE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Issue Date** | **Last Review** | **Next Review** | **Author/Contact Person** |
| **1** | **Feb 2019** |  | **Feb 2020** | **Information Governance**  **Manager** |

**CONTENTS**

|  |  |  |
| --- | --- | --- |
|  |  | **PAGE** |
| **1** | **INTRODUCTION** | **3** |
| **2** | **PURPOSE** | **3** |
| **3**  **4** | **INFORMATION USE**  **APPENDIX 1 – OPT OUT FORM** | **3-4**  **5** |

**PATIENT INFORMATION SHARING OPT OUT PROCEDURE**

|  |  |
| --- | --- |
| **1** | **INTRODUCTION** |
| 1.1 | In some circumstances, the Trust will share information about your treatment and care to help us improve the services we offer and the care we provide to you. This is called Secondary use and is not for Direct care purposes. This information will be processed in line with NHS Guidelines, The Data Protection Act 2018 and General Data Protection Regulations (GDPR). |
| 1.2 | The type of information shared, and how it is shared, is strictly controlled. The Trust has a legal duty to ensure that patients know how their information is shared and the choices they have. Please see the Trusts “Patient Confidentiality” Posters which are on display in all wards and departments. These documents explain the Trust’s process and the choices you have. In some circumstances patients have the right to raise an objection to the sharing of their information and can “opt out”. |
| **2** | **PURPOSE** |
| 2.1 | The purpose of this procedure is to provide you with guidance on how you can request for your information not to be shared and to ensure that the Trust meets its legal responsibilities under relevant legislation and guidelines. |
| **3** | **INFORMATION USE**  Luton & Dunstable University Hospital NHS Foundation Trust is one of many organisations working in the health and care system to improve care for patients and the public  Whenever you use a health or care service, such as attending Accident & Emergency or using Community Care services, important information about you is collected in a patient record for that service. Collecting this information helps to ensure you get the best possible care and treatment.  The information collected about you when you use these services can also be used and provided to other organisations for purposes beyond your individual care, for instance to help with:   * improving the quality and standards of care provided * research into the development of new treatments * preventing illness and diseases * monitoring safety * planning services   This may only take place when there is a clear legal basis to use this information. All these uses help to provide better health and care for you, your family and future generations. Confidential patient information about your health and care is **only used** like this where allowed by law.  Most of the time, anonymised data is used for research and planning so that you cannot be identified in which case your confidential patient information isn’t needed.  You have a choice about whether you want your confidential patient information to be used in this way. If you are happy with this use of information you do not need to do anything. If you do choose to opt out your confidential patient information will still be used to support your individual care.  **Our organisation is not currently compliant with the national data opt-out policy and will be managing the process locally until the implementation of a technical solution; that enables us to check the list of NHS numbers against those with opt-outs registered at NHS Digital.**  **Health and care organisations have until March 2020 to put systems and processes in place so they can be compliant with the national data opt-out and apply your choice to any confidential patient information they use or share for purposes beyond your individual care.**  If you would like to “opt out” of the Trust sharing your information for Indirect care purposes please complete the attached form at appendix 1 and return it to the Information Governance Department.  You will find their contact details at the bottom of the “Opt Out” form  You can also find out more about how patient information is used at:  [https://www.hra.nhs.uk/information-about-patients/](https://www.hra.nhs.uk/information-about-patients/%20) (which covers health and care research); and  <https://understandingpatientdata.org.uk/what-you-need-know> (which covers how and why patient information is used, the safeguards and how decisions are made) |
|  |  |

# APPENDIX 1: PATIENT OPT OUT FORM

**OPT-OUT FORM**

**Request for my clinical information NOT to be used for any purpose other than direct care**

**Please complete in BLOCK CAPITALS**

Title................. Surname / Family ………………………………………..................

Forename(s)....................................................................................................

Address..........................................................................................................

......................................................................................................................

Postcode...............................................

Phone No.............................................

Date of birth.......................................

Hospital No (if known)........................................................................................

Signature........................................................................................

Date.......................................

**RETURN TO:**

**Information Governance Department**

**Information Governance Manager**

**Luton and Dunstable University Hospital NHS Foundation Trust**

**Lewsey Road**

**Luton**

**LU40DZ**

**Tel: 01582 497928**

**Email: Dataprotectionofficer@ldh.nhs.uk**

Once completed this form must be filed in the Patient Medical Records and logged on the “opt out” register.