

## INFORMATION FOR PATIENTS

### *Your rights under the General Data Protection Regulation*

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1. **The right to be informed** – this encompasses our obligation to provide fair processing information, which we do through a privacy notice, click [here](#).
2. **The right of access** – this is your right to obtain confirmation that we process your data and access to it.

For details about how to obtain confirmation that we process your data and/or to access your personal health data, please click [here](#).

3. **The right to rectification** – this is your right to have your personal data rectified if it is inaccurate or incomplete. If you believe that the information recorded about you is incorrect, you will need to tell us so that we are able to contact the person who entered the information. We will correct factual mistakes and provide you with a copy of the corrected information. Wherever possible, we will also tell you the names of any third parties that we have disclosed this data to.

If you are not happy with an opinion or comment that has been recorded, we will add your own comments to the record so they can be viewed alongside any information you believe to be incorrect.

4. **The right to erasure** – this is also known as your ‘right to be forgotten’, where there is no compelling reason to continue processing your data in relation to the purpose for which it was originally collected or processed.

Your health record is retained in accordance with NHS national guidance, and because of our legal obligation to keep health records, it is extremely rare that we destroy or delete records earlier than the recommended retention period. However, if you believe you have compelling grounds for having all or part of your record erased you should contact our Data Protection Officer.

The clinician in charge of your care and our Caldicott Guardian will decide whether we can safely accommodate your request. If you are unhappy with our decision you may wish to register a complaint to the Information Commissioner.

5. **The right to restrict processing** – this is your right to block or suppress the processing of your personal data. If you raise an issue relating to your health record that requires us to restrict processing, we will put an alert on our main patient system to flag that we are investigating your concerns. Please note it will not be possible to restrict processing while you are receiving care and treatment at the hospital.
6. **The right to data portability** – this is your right to obtain and re-use any information you have provided to us as part of an automated process. At present we do not process any personal data that meets this requirement.
7. **The right to object** – this is your right to object to the hospital processing your health data because of your particular situation. Because of our legal obligation to keep health records it is extremely rare that we would stop

processing your data if you wish to continue to be treated by the hospital. If you believe you have compelling grounds for the hospital to stop processing your data you should contact our Data Protection Officer.

The clinician in charge of your care and our Caldicott Guardian will decide whether we can safely accommodate your request. If you are unhappy with our decision you may wish to register a complaint to the Information Commissioner.

- 8. Rights in relation to automated decision making and profiling – GDPR** provides safeguards for individuals against the risk that a potentially damaging decision is taken without human intervention. While the hospital uses systems, such as an Early Warning Score to determine how well a patient is, it does not replace our staff's clinical judgements when making decisions about your care.

If you wish to know more about how these systems work, please contact our Data Protection Officer.

## **Useful contacts**

### Nottingham University Hospitals Data Protection Administration

**Post:** Data Protection Officer, Data Protection Administration Office, Nottingham University Hospitals, Queen's Medical Centre, Derby Road, Nottingham, NG7 2UH

**Tel:** 0115 9249924 ext 63975

**Email:** [dpo@nuh.nhs.uk](mailto:dpo@nuh.nhs.uk)

### Information Commissioner

If after exhausting our internal processes you believe that we have not complied with the data protection legislation you may wish to seek advice from the Information Commissioner.

**Post:** Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Fax:** 01625 524 510

**Tel:** 01625 545 700

**Email:** [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk)

