

# Data Protection and Your Information



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## Why we collect information about you

The Trust holds and processes information about you for health and social care treatment and for the management of health and social care services. We do this to provide health and social care services and need your information to do so.

We may also hold and process information about you for public health or safeguarding purposes

## What information we collect about you

- Personal details, such as your name, address, date of birth, next of kin, etc.
- Sensitive (special category) information, which includes your ethnicity, religious beliefs, details about your physical and mental health and any disabilities or support needs.

## Who we share your information with

We share your personal information with other NHS organisations. For example, we may share your information for healthcare purposes with health authorities, other NHS trusts, general practitioners (GPs), ambulance services and primary care agencies.

We may need to share information from your health records with other non-NHS organisations from which you are also receiving care, such as social services.

We may also be asked by other statutory bodies to share basic information about you, such as your name and address, but not sensitive information from your health records.

## Who to Contact

To learn more about how we use your information, please speak to the health professionals concerned with your care. If you require more detailed information, have a concern regarding the way the Trust uses your information or if you feel your confidentiality has been breached please contact:

The Data Protection Officer (Head of Information Governance)  
Hertfordshire Community NHS Trust, Howard Court, 14 Tewin Road,  
Welwyn Garden City, Hertfordshire, AL7 1BW  
email: [hct.atr@nhs.net](mailto:hct.atr@nhs.net) phone: 01707 388 000

For full details about how we use your information please contact the Data Protection Officer or visit:  
[www.hct.nhs.uk/about-us/data-protection-and-your-information/](http://www.hct.nhs.uk/about-us/data-protection-and-your-information/)

## Processing of your information related to children



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In England, Northern Ireland and Wales (and in most cases Scotland), a child is recognised as someone who has not yet reached their 18<sup>th</sup> birthday.

Where you have parental responsibility (PR) for a child in UK Law, or are a significant adult in a child's life, the following informs you as to how we process your information.

HCT consider a significant person in a child's life to be; an adult who legally possesses parental responsibility for a child; and / or an adult who lives with the child; and / or an adult who has regular caring responsibilities for the child.

We are required to ensure that we obtain information for any individual who is significant in any child's life and their upbringing in order to inform our assessment of the Guiding Principles for the Care and Support of Children (Children Act, 2004) in meeting the needs and promoting the welfare of the child.

In order to do this, we will ask any person who has Parental Responsibility for a child for the full details of any other significant individual(s) in the child's life.

We will process this information by registering and linking the individual to the child's record. We will review any relevant information found on the record and where clarity is required about any of the information, the individual will be contacted directly. Further details about how we process information and the parties we share this with can be found in the link above.

We will share any relevant information about a child's health care undertaken by our services to a resident parent who has legal parental responsibility for the child. If you require us to send the same information to other individuals with parental responsibility, please request this directly from the Health Professional concerned.