



Easy-to-Read Privacy Notice

Organisations like North Staffordshire Combined Healthcare NHS Trust (NSCHT) have to keep information about people. It is law that that NSCHT must keep this information safe and secure.

We must tell you about this and this is why we have produced this **Easy-to-Read Privacy Notice**.

This notice explains how we use any information we collect about you, how you can tell us if you need to change the way that we use your information and your rights about the information we have about you.

Your rights about your personal information



This privacy policy explains how you can tell us if you prefer to limit the use of that information and procedures that we have in place to look after your privacy.

Information about you that we may keep



NSCHT will keep information about you to make sure that we can take the very best care of you.



Information about you that we may keep



NSCHT **might** keep information such as:

- Your basic details e.g. name, address, date of birth, contact details
- What kind of help and support you might need
- Your likes and dislikes
- Details about your health (which we have to keep extra safe)

Information about your health that we will keep



NSCHT will use your health information to:

- Choose the support, care, and services that you might need
- Keep you safe and healthy
- Help you find the right treatment



NSCHT **must** follow strict rules when collecting, storing, or sharing information about you.

How we keep your information safe



NSCHT will **always** keep your information private and safe.

The only people that we will let see your information are:

- People with permission like a member of your family who will support and help you to understand your records.
- People from any organisation whose job it is to help you.
- People who have the right to see it by law



People or organisations who may have a legal reason to see your information



These include:

- Healthcare professionals such as your GP, consultants at the hospital, community doctors and nurses, social workers, pharmacy staff etc.
- Your local council.
- The police or security services.

How long we keep your information for:



- The amount of time we keep your information will be in line with how long the law says we must keep it for, and the rules set by other organisations.
- The amount of time we keep your information will depend on why it was needed in the first place.
- We will follow a Records Retention Policy, this will tell us how long we keep your information.



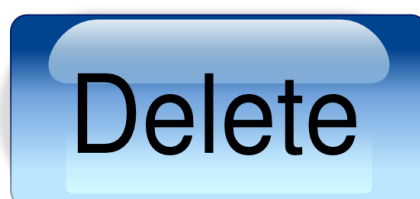
You have these rights when it comes to your information:



- The information we keep about you is **yours**.
- We will make sure it is kept private and is only used properly.
- You can ask to see a copy of the information we have about you.
- If you think the information, we have about you is wrong, or has parts missing, you can ask us to correct it.



- If you think we have information about you that is no longer needed you can ask us to delete it. (But we will not be able to delete it if the law says it is still needed)





- You can ask us to stop some of the ways that we use your information, even if you do not want your information deleted.



- You can ask us to delete your information by withdrawing consent (consent is when you gave us the permission to use your information).



If we cannot do what you have asked us to do, or you need help then you can contact the
Data Protection Officer

Sahra Smith, North Staffordshire Combined Healthcare NHS Trust, Lawton House, Bellringer Road, Trentham, Stoke on Trent, ST4 8HH

TEL: 0300 123 1535

EMAIL: sahra.smith@combined.nhs.uk



If you are not happy in any way with how we have handled your information, then you can contact the **Information Commissioner's Office from Monday to Friday from 9.00am-5.00pm:**



Call their helpline on 0303 123 1113

or

Use the live chat function on their website:

<https://ico.org.uk/global/contact-us/>