

Cheswold Park Hospital

Service User Privacy Notice



Notice

PRIVACY NOTICE

This notice is about the information that the hospital has about you.



Information

WHAT INFORMATION

The hospital keeps information that tells us about you, such as:

Name. Date of Birth. Gender. Medical History. Medication.
Care Plans. Any Criminal Convictions. Contact details for your Family.



Question

WHY

We need your personal information to properly identify treatment and that you are given the correct medication and that we prepare and deliver appropriate care plans.



How long?

HOW LONG

The hospital only keeps your personal information for the shortest time it needs to – for example we are required to keep clinical mental health records for 20 years.

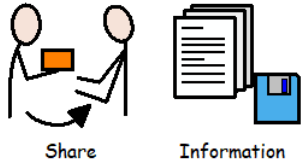


Locked

Away

SECURITY

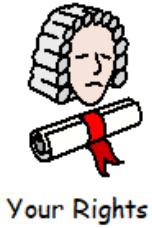
We keep your personal information safe and confidential. All staff must take training each year about keeping information safe. The hospital is visited every year by experts who check to see if your information is being kept safe.



SHARING INFORMATION

If you tell us we can, we will share your personal information with other external bodies, such as:

Local hospitals. Your Doctor. Pharmacy. Social Workers. The Local Authority.
The CQC. The Police. The Courts. Outside IT Companies.



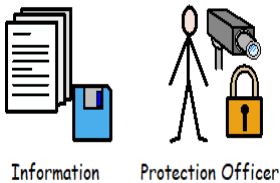
YOUR RIGHTS

You can ask to see or ask for a copy of the information we keep about you.

You can ask us to change the information we have about you.

You can ask us to stop using some of the information we have about you.

You can ask us to move the information we have about you to someone else, such as your local authority.



If you have any questions you can talk to staff on your ward or ask to speak to the hospital Data Protection Officer in the Quality Office.

(dpo@cheswoldparkhospital.co.uk)