

# Your Sheffield Health and Care Records

## Information used to support your care

When you see a doctor, nurse or any other health or social care professional, we ask you to share information about yourself. This helps us offer treatment and care adapted to your needs. We keep a record of relevant information, which may be written down or held on computer. This record is known as your health, medical or care record.

Your care record may include:

- Basic details about you such as name, address and next of kin
- Details of any diagnosis and treatment you receive including drug prescriptions
- Results of investigations such as blood tests and X-rays
- Details of contact you have with other health or social care professionals such as visits to clinics
- Relevant information from other professionals and those who care for you

Different health and care professionals involved in your care may make their own notes, so you may have care records in different parts of the NHS and social care services.

## Record Sharing

In order to deliver the best integrated health and social care services to you in Sheffield we share relevant personal data between professionals involved in your care - this means sharing records between your GP, primary care, hospitals, out-of-hours, ambulance services (111 and 999) and other health and social care organisations including the Local Authority.

Sharing your records helps us to ensure you receive the safest, most appropriate care for you, and reduces the need for you to repeatedly tell your story.

## Security & Confidentiality

NHS and social care staff will ensure that all personal data is handled in a lawful manner. Information about you is securely managed and controlled within Sheffield NHS and social care systems. We won't usually share your records with anyone who isn't involved in your treatment, care or support.

## Your Rights

You have the right to access your records - for more information please ask your care provider. You have the right to opt out of your records being shared at any time. However, by not agreeing to share your records you may not always receive the best available service that meets your specific needs.

## For Further Information

Please discuss with your GP, reception, or see the Sheffield CCG website:

<http://www.sheffieldccg.nhs.uk/about-us/looking-after-your-information.htm>