

**NHS Grampian****Privacy notice****Care provider access to health data****Revision history**

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| First published                           | June 2024   |
| Revised to include Mental Health Officers | August 2024 |

**What is happening?**

NHS Grampian, our local authority partners (Aberdeenshire Council, Aberdeen City Council and Moray Council), independent sector care providers (bodies commissioned to provide services to you by the Health Board or one of the local authorities), and local care homes have agreed that certain key information about you will be shared by NHS Grampian with its partners to facilitate the management of your care.

Care Managers, the most senior local authority social workers, have direct access to the system storing your health information. This speeds up processes between NHS Grampian and the relevant local authority to help you get home with the right support as soon as possible. They can also write key information into your records so that healthcare staff can see that and make an appropriate plan for you together.

Mental Health Officers have a similar level of access to Care Managers for Mental Health patients as they are a key part of the integrated team providing care and support to you and have statutory obligations they must fulfil that requires access to your data.

Social Workers, independent commissioned care providers and care home managers have special arrangements under which they can contact NHS Grampian to check around your dates of admission/discharge and your care needs arising from your care in hospital, such as meal requirements or adaptations you might need.

**Personal data and special categories of personal data**

Care Managers will have access to your demographic data (name, address, date of birth, CHI number etc) and your health information so that they can plan effectively for your discharge from hospital. Your health record may also include information on your ethnicity and other special categories of data such as your religion or other similar philosophical belief, your sex life or your sexual orientation where those matters have a bearing upon your health care. They will also have access to data about other people in your health record such as the details of your key contacts, next of kin, welfare guardian etc. Anyone who fulfils such a role on behalf of one of our patients should understand that their demographic data (name, contact details etc) will be available to Care Managers.

Mental Health Officers have a similar level of access to data as Care Managers, but limited to Mental Health patients.

Social Workers, independent commissioned care providers and care home managers only have access to your name, address, dates of admission/discharge and basic information about your care needs to help them plan for you.

#### **Data controller**

NHS Grampian is the data controller for your health data and your health records remain with the Health Board.

The Board has signed agreements governing the access described above. Access is only for the purposes of care and your information may not be accessed for any other purpose by colleagues from partner organisations.

Care Manager access to your health record is limited to a maximum of three months after your date of discharge.

Mental Health Officers will access data for longer periods as they have specific responsibilities under legislation.

For all other parties, they may only contact the Health Board for information whilst you are an inpatient.

#### **Lawful processing**

The processing of your data is further to the official authority of the Health Board and a task in the public interest (i.e. the provision of your care). Concerning your health records and other special categories of personal data, processing is lawful for the purposes of the provision of health or social care and the management of the health and social care system.

**Your rights**

If you wish to update, access, erase, or limit or complain about the use of your personal data please let our Data Protection Officer know contacting Information Governance - [gram.infogovernance@nhs.scot](mailto:gram.infogovernance@nhs.scot) - or 01224 551549. You may also wish to contact the Information Commissioner's Office - <https://ico.org.uk/your-data-matters/raising-concerns/> or seek to enforce your rights through judicial remedy.