

## Processing for research purposes



TEVV will only carry out research in the public interest. If you are identified as a possible candidate we will always ask you if you'd like to participate. We will not screen those service users who have chosen not to share their data on NHS Digital's National Data Opt-Out. You don't have to take part in research.

## What are your rights?

### Your rights



You have the following rights:

- Confirmation that we are processing your personal data.
- A copy of your personal data and other information that we keep about you. (There will be no charge to access your personal information/records).
- The right to request mistakes to be corrected and incomplete information completed.
- The right to erasure, restriction of processing and object to processing; however, under some circumstances these rights may not apply.



You have a right to make a complaint to the Information Commissioner's Office:



Wycliffe House,  
Water Lane,  
WILMSLOW,  
Cheshire SK9 5AF

Email: [icocasework@ico.org.uk](mailto:icocasework@ico.org.uk)  
Helpline: 0303 123 1113  
*Live chat:* [www.ico.org.uk](http://www.ico.org.uk)

Talk to the Data Protection Officer for advice on any of these rights. Contact details are on the front page.

You may also talk to your care team about the use of your personal information.

You can make a complaint to our Complaints Department if you are unhappy about the way we have handled your information or contact our Patient Advice and Liaison Team; contact details are on the front page.



A Privacy Notice describes how Tees, Esk and Wear Valleys NHS Foundation Trust (The Trust) will use your personal information.

Personal information is information that identifies you as an individual.

This leaflet answers key questions about how we will use your personal information to help your recovery.

This is a shortened version of the Trust's full Privacy Notice. If you wish to view the full Privacy Notice it is published on the Trust's internet site (<https://www.tevv.nhs.uk/about/data-protection/>). You can also ask a clinical member of staff to provide you with a paper copy of the full version.

#### **Trust Headquarters address:**

Tees, Esk and Wear Valleys NHS  
Foundation Trust,  
West Park Hospital,  
Edward Pease Way,  
Darlington DL2 2TS

#### **Data Protection Officer**

Ms Andrea Shotton  
Head of Information Governance  
Tees Esk and Wear Valleys NHS  
Foundation Trust  
Tarncroft  
Lanchester Road Hospital  
Lanchester Road  
Durham, DH1 5RD  
Telephone: 191 333 6574  
Email: [tevv.dpo@nhs.net](mailto:tevv.dpo@nhs.net)

#### **Complaints Manager**

Tees, Esk and Wear Valleys  
NHS Foundation Trust  
Flatts Lane Centre  
Normanby  
Middlesbrough TS6 0SZ  
Telephone: 01642 451627  
Email:  
[tevv.complaints@nhs.net](mailto:tevv.complaints@nhs.net)

#### **Patient Advice and Liaison Service (PALS)**

Freephone: 0800 052 0219  
Email: [tevv.pals@nhs.net](mailto:tevv.pals@nhs.net)

## Your information



We keep and use your personal information to help us to look after you and to give you the best care because we have a legal obligation under the Health and Social Care Act 2012 and Care Act 2014 as a National Health Service provider (NHS Trust).

Our lawful reason for processing your information is: **it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority.**



Information we keep about you:

- Your name, date of birth, where you live, your family or carers names;
- Health appointments;
- Test results
- Information about your health and social care
- Any care plan you have received

## How long do we keep your information



We will keep your information according to the NHS records retention times. We must not keep information for longer than necessary.

## Where we get your information if not directly from you



We normally would get some of your information from your general practitioner (GP). We might get some information from social services.

## Automated decisions and profiling



We do not use your information in automated decision making or profiling.

## Information sharing



We may routinely share your personal information with external organisations which are involved in your care or treatment. We do not need your consent to do this. We may share with: other NHS Trusts, such as Acute NHS Trusts; Local Authority Social Services and your GP. Sometimes, if your care involves organisations from the external sector we will also share your information with them. You will be made aware of this at the time.



Sometimes we have to share your information even though you don't want us to, but we will have a legal reason for doing this.

## National Data Opt Out – Your NHS Data Matters

You can decide whether some of your information is shared. Further information is available in the full Privacy Notice on the TEVV website or at NHS Digital <https://digital.nhs.uk/>

If you want to know exactly who we've shared your information with or exercise your right to access the information we hold about you, please contact our Data Protection Team:

**Phone:** 0191 333 6330

**Email:** TEAWVNT.AccessRequests@nhs.net

### Post to:

Data Protection Team  
Tees, Esk and Wear Valleys NHS Foundation Trust  
Tarncroft  
Lanchester Road Hospital  
Lanchester Road  
Durham, DH1 5RD

## We will seek your consent



There may be some occasions when we need to seek your consent, *ie* when we use your personal information for reasons not related directly to your care and treatment. You can withdraw your consent at any time.

### Version Control

**Reference:** PN002

**Version:** 1.3

**Last updated:** January 2023