

How We Use Your Information

What information do we record?

When you use any of our services, we will record information about you. Bradford District Care Foundation Trust may store large amounts of personal data about you. This will vary greatly depending on which service you are using and can range from simply your name and contact details to detailed assessments of your health and medical care plans. You will find more details about what information we record on the notice for the service area you are using but a general overview of what information we may record is shown below.

Personally Identifiable Information

- Name
- Date of Birth
- Address
- Phone Number
- Address
- Next of Kin
- Record of the times we have seen you – appointments, clinical visits
- Information about people who care for you or know you well

Sensitive Personal Information

- Your Medical Diagnosis
- Ethnicity
- Religion
- Language Spoken
- Test Results
- X-rays
- Scans
- Reports about your medical condition
- Care plans
- Reports about you

Why do we need this information

- To help doctors, nurses and other healthcare professionals to make the right decisions about your care
- To provide us with the right information to refer you to the service that can support you best
- To allow us to assess and review the care you receive

NHS Care Record Guarantee

The Care Record Guarantee is our commitment to you that we will treat your records with respect to your rights and to promote your health and wellbeing. Full copies can be found at www.nhscarerecords.nhs.uk/security. Everyone who works within the NHS has a legal duty to keep information about you confidential.

If you would like to receive a copy of any of the information we hold on you please email dpa.requests@bdct.nhs.uk or write to: The Information Governance and Records Management team, New Mill, Victoria Road, Saltaire, West Yorkshire, BD18 3LD or phone 01274 363 629. If you are concerned about any of the information contained in your records, please contact the team to discuss your rights.