

How We Use Your Information

Specialist Palliative Care Service and Palliative Care Support Team.

The Specialist Palliative Care Service and Palliative Care Support Team at Bradford District Care Foundation Trust both work to provide care and support for patients and their families who are facing an end of life situation. We work hard to provide the best possible care and support at this difficult time.

When the time comes for your details to be shared with our service this will be fully discussed with you beforehand. We will be given access to the patients' medical records to allow us to give the most suitable care and we have a legal duty to keep a record of any of the care we provide which will be added to the patient's overall healthcare record. It is our task in the public interest to provide healthcare and maintain information about the care that has been given.

There may be a need for us to share your information with outside service who will help to support you. Examples of the services we share with includes the Yorkshire Ambulance Service for the purpose of patient transport, BACEs – our equipment store service who can help to provide patients with the necessary equipment to allow them to be comfortable in their own home and the Fire Service who may be called upon to help install equipment. We would always seek consent before sharing details with these services, where possible from the patient but otherwise from the next of kin or nominated other.

We support a patients' right to maintain their own power and choice for as long as possible. You can decide that you only wish to share certain information with certain professionals. This is fine, just let us know and we will do our best to act within your wishes.

You have a right to obtain a copy of your healthcare records at any time. This is free of charge and the information will be provided to you within 30 days. You can do this by emailing 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**. All healthcare records are stored by the Trust until 8 years after a patient's death.

The Bradford District Care Foundation Trust has a Data Protection Officer who is there to answer any concerns that you might have around how your information is being used or stored. If you have any questions please email Gaynor Toczek on dpo@bdct.nhs.uk or you can write to her at the address shown above.

If, for any reason, you are unhappy with our response you can contact the Information Commissioners Office for further guidance. Call the helpline on 0303 123 1113 (local rate number) Or see the ICO website <https://ico.org.uk>

Write to: The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AE.