

How We Use Your Information

The Care Programme Approach Team

The Care Programme Approach Team at Bradford District Care Foundation Trust provides advice and guidance to help clinicians ensure that they are following the Care Programme Approach when caring for patients. We work hard to ensure that patients receive high quality assessments of their needs and that their level of risk is thoroughly and accurately assessed. We support clinicians to develop comprehensive care plans that cover all areas where the patient needs support. We provide training for Care Co-ordinators to ensure that there is always a designated person who is responsible for regularly reviewing care plans and ensuring that they are safe and effective. We want to ensure that all patients receive the best possible standard of care.

We will access patient files to carry out audits across all mental health and learning disability services to look at the standard of care that is being provided. The outcomes of these audits are never shared in a format that would allow an individual patient to be identified.

We have a legal duty to keep a record of any of the healthcare we provide. We have a public task to oversee healthcare to ensure that we provide safe and affective care. We would never share any of the information that we record with any other service but we will share with clinicians directly involved in your care. This information forms part of your overall health record which is stored on a secure electronic system and we keep this throughout your life in case it is needed to support your future care.

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 have any concerns about any of the information contained within your records, please contact the team to discuss your rights.

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.