

How we use your information

Easy-Read version



Introduction

NHS Mid and South Essex Integrated Care Board (ICB) is a statutory organisation bringing the NHS together locally to improve population health and establish shared strategic priorities for people living in **Mid and South Essex**.



The ICB uses information about you and your health. This guide explains how we do that.

What information do we keep?



We keep information that identifies you such as your name, address, and details of your care needs.

We get this information from you or your health and social care providers under the current law.



Your information is kept in:

- **PAPER RECORDS**
- And/or
- **ON COMPUTERS**



NHS staff will always keep your information **private**.

It is the law.

Why do we keep your information?



To **plan your care and keep you healthy.**

Wherever possible the ICB will not use information that can identify you.

However, we may need to share some personal information to make sure that those giving you care know about your **health needs.**

How does your information help us?



It helps us to find ways of giving **better healthcare** to everyone within mid and south Essex .



It helps us monitor how we **spend public money** and plan for the future.



It helps us to carry out **research.**



We can **involve you** in the planning of local services.

Who else might see your information?



People in other organisations who are giving you care **may need to see personal information** we hold about you such as:

- GP Practices,
- Hospitals,
- Care Homes,
- Community Healthcare Assistants and Nurses,
- Volunteers,
- Social Services,
- Continuing Healthcare Staff,
- Care Coordinators.



We will have to share your information if:

- The law tells us to,
- You tell us to share information; or,
- Your health and wellbeing is at risk.



We do not send your information to anyone **outside of the UK.**

Can you see your records?



YES. The law says that you can see the records we hold about you.



You can **ask for copies of your records** by contacting the **ICB's Data Protection Officer** in writing or by email.

Someone else can make the request on your behalf, provided you have agreed.



We **will not charge you** for this service.

If you have any questions about your information or want to ask for a copy of your records you can:



Telephone us on:

01268 594350



Send us an email:

MSEICB.SAR@nhs.net



Or write to us:

Data Protection Officer
NHS Mid & South Essex ICB
Phoenix Court,
Christopher Martin Road,
Basildon,
Essex
SS14 3HG

What if I am unhappy with how my information has been used?



If you are unhappy with the way your information has been used or would like to correct your information, please contact the **ICB's Data Protection Officer**.

You can also contact The Information Commissioner's Office for help.



Telephone the Information Commissioner's Office on:

0303 1231113



Or send them an email at:

casework@ico.org.uk



Or write to them:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF