



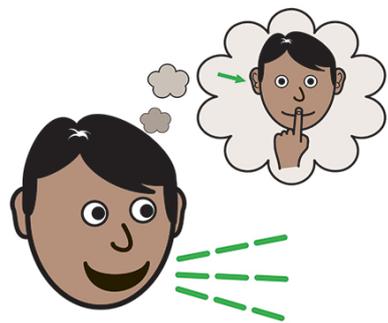
The Leeds
Teaching Hospitals
NHS Trust

About your Medical Information

An easy read guide



private information



It is very important that the medical information we have about you is kept private.

data protection



We make sure that only people who need to see your information can see it.

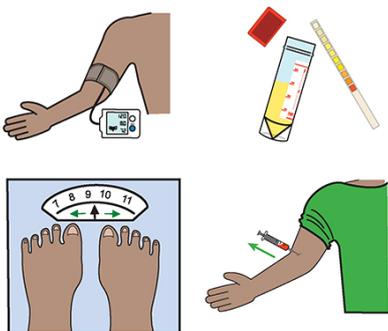
quality care



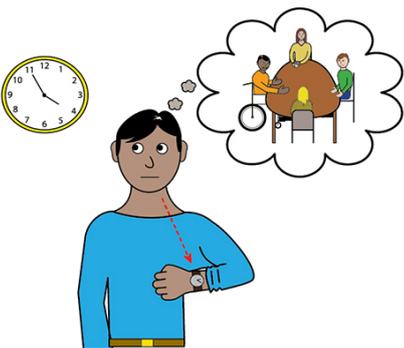
address and telephone



health check



appointment



Why do we have information about you?

We keep information about you to make sure that our staff can look after you in the best possible way.

For example, we will have information about:

- personal details such as your address, telephone number and your age,
- your health,
- the results of tests and x-rays,
- your medical appointments

Let us know if there are any changes we may not know about. For example, tell us if you have a new telephone number or a different address.

Who might we share your information with?

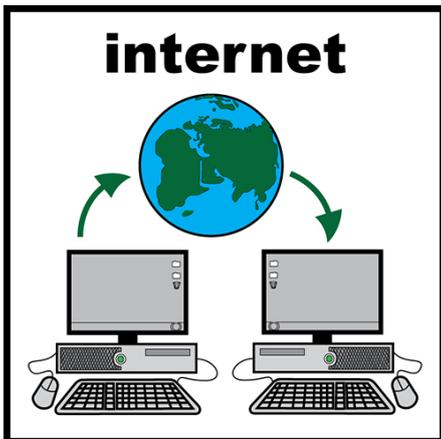
We may need to share information about you with other professionals who are looking after you. For example, doctors in another hospital or your GP.

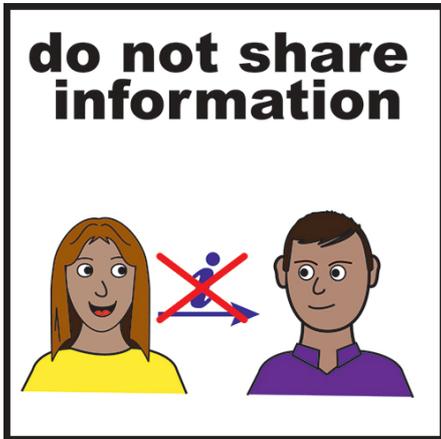


What is the Leeds Care Record and the Yorkshire & Humber Care Record?

They are computer systems that let healthcare staff in Leeds see your medical information quickly.

The information is kept private and can only be seen by staff looking after you.





You can choose who sees your information

You can decide who can see your private medical information.

Speak to us if you only want some people to see your information.

Your personal information can be used to improve the NHS

Your information might be used to understand what works well and what doesn't.

You can choose whether we use your information in this way or not. Speak to your doctor or nurse and they will explain.

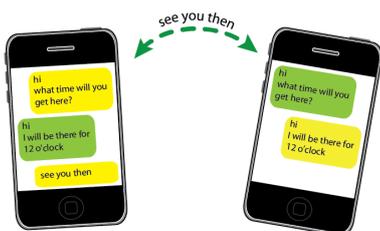
phone



CCTV



text



Telephone calls and CCTV

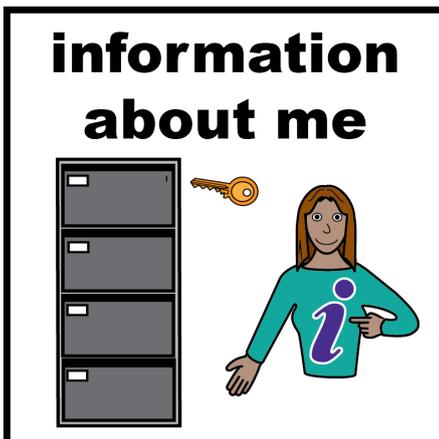
We record telephone calls we receive and use CCTV cameras around our hospitals. This is to:

- Keep people safe
- Make sure people behave properly

Texts

We will send you texts to remind you that you have an appointment.

We may send you an appointment letter in a text message. There will be a link to click on and you will need to type in a code that we give you to see the letter. If the letter is not viewed within 24-48 hours, we will send you a paper copy by post.



Virtual appointments

With your consent, your treating clinician may invite you for a virtual appointment.

Looking at your information

You can ask to see what information we have about you.

You will need to fill out a form and send it to our **Access to Health Records Department**.

You can email them:

leedsth-tr.AccessToHealth@nhs.net

Or ring: **0113 20 65118**
0113 20 66661



Complaints

You can make a complaint if you are not happy about how we have used your information.

Complaints go to:

Information Commissioner's Office

Wycliffe House, Water Lane,
Wilmslow SK9 5AF

Telephone: **0845 630 6060**

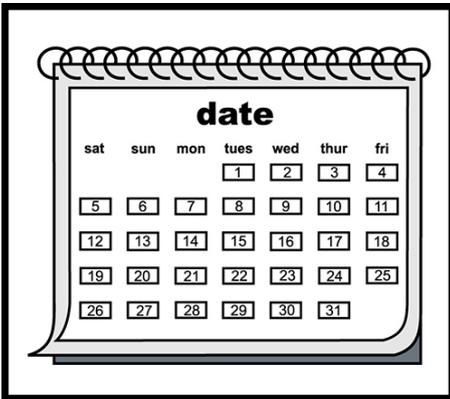
Website: **www.ico.gov.uk**

How long do we keep your information?

We keep your information for 8 years after you have finished coming to hospital.

If you are a child we will keep your records until you are 25.

After this time your files will be destroyed.





What did you think of your care?

Scan the QR code or visit bit.ly/nhsleedsfft

Your views matter



Thanks to  **easy on the *i*** for the use of their image bank © LYPFT
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