

# Kent and Medway Care Record Privacy Notice



We (Kent County Council) would like to tell you about our Kent and Medway Care Record privacy notice.



This is a shorter easy read document of the full privacy notice. You can read the full notice on our website.

Details are at the end of this document.



This privacy notice tells you:

- How we collect personal information about you
- What personal information we collect
- How we use the information
- Who we share it with



We must give you this information by Law. The law is called the UK General Data Protection Regulation.

## What we mean by Personal Information



### Personal information is:

- Your name, address, telephone number, date of birth, sex, age, NHS number, hospital ID
- Contact details for members of your family and support network e.g., doctor.



**Special types** of personal information are:

- Information such as race, beliefs or sexual orientation
- Information about health conditions or disabilities
- Information about your circumstances
- Any health and safety concerns
- Information about your needs and wishes.

## **Collecting and sharing your personal information**



Your information will be collected and shared with other organisations who are part of the Kent and Medway Care Record to make sure you get the right support or care.

These can include GPs, hospitals, social care providers.

Your information may also be used in an e-form which will be used for care plans. We may also use your information to check we have the right information included in the Kent and Medway Care Record.

There is more information on this in the full privacy notice.

## How we use your personal information



We use your information to share with other organisations who are a part of the Kent and Medway Care Record.

This means other organisations may be able to see your information.

This will help us to provide support or care to you.

## How long will your personal information be kept?



We have a retention document that lists how long we keep your records for.

We destroy all records securely.

There is more information on this in the full privacy notice.

## The Law and collecting information



We are required by Law to provide health and social care services.

To do this we have the permission to collect personal information.

This allows us to give the right services for the individual and keep people safe.



We do not need to ask your permission to collect or share information.

We only share information when it is needed and in line with the law.



If you do not provide your information, it may limit the effectiveness of services or support we can offer you.



## What about the NHS and care services?

To find out how the NHS use confidential information go to:  
[www.nhs.uk/my-data-choice](http://www.nhs.uk/my-data-choice)

## Your rights



Under the UK General Data Protection Regulation, you have the right to:

- Know what we are doing with your information and why
- Ask to see the information (by using an access request)
- Ask us to correct any mistakes
- Object to direct marketing
- Make a complaint to the Information Commissioners Office.

The Kent and Medway Care Record will not use technology to make a decision for you.



We will try to meet your request.

But we may be required to hold or use your information to comply with legal duties.

## Looking after your personal information



How we look after personal information:

- We have security in place to help stop information from being lost or used in the wrong way
- We limit access to your personal information to the people who need it to make sure you get the right care and support
- Those who must use the information will do so confidentially.



We will deal with any security breaches in line with the Law and let you know if you have been affected.

### For more information



Contact the Information Resilience and Transparency Team to

- Exercise your rights
- Have a complaint about why your information has been collected
- How information has been used
- How long information has been kept for

Their contact details are:

[data.protection@kent.gov.uk](mailto:data.protection@kent.gov.uk)



To make a complaint to the UK Information Commissioner



Go to their website: <https://ico.org.uk/make-a-complaint/>

Or telephone: 0303 123 1113



For the full privacy notice for the Kent and Medway Care Record click [here](#) or please visit [kent.gov.uk](http://kent.gov.uk).