

## When people need information about you

We will let your GP have details about your treatment and care.

In order to provide the most appropriate treatment and support for you and your carers, or when the welfare of other people is involved, we may need to share some information with other professionals and services concerned with your care. This will only happen if it is considered necessary. For example, this may arise when your Care Co-ordinator receives supervision from his/her line manager, or if your Care Co-ordinator needs to discuss your care with other professionals in order to plan your care. These professionals may not always be members of the same team, nor share the same base as your Care Co-ordinator.

Any discussion of this nature will be restricted to information about your treatment and care.

There may be other circumstances in which it is considered necessary to disclose information to other agencies. For instance:

- if there is concern that a child is at risk of harm;
- if there is concern that you are putting another person at risk;
- if you have threatened to do serious harm to yourself;
- if we have been instructed to do so by a Court or Mental Health Review Tribunal;
- if a serious crime is committed or reported;
- if you are undertaking assessment and treatment under the Criminal Justice Act;
- under the Mental Health Act 1983, there are circumstances in which a service user's 'nearest relative' is entitled to receive information even when the service user objects.



### Dorset HealthCare NHS Trust

11 Shelley Road, Boscombe, Bournemouth, Dorset BH1 4JQ  
Tel 01202 303400 Fax 01202 301798  
Email: [enquiries@dorsethc-tr.swest.nhs.uk](mailto:enquiries@dorsethc-tr.swest.nhs.uk)

[www.dorsethealthcare.nhs.uk](http://www.dorsethealthcare.nhs.uk)

The information in this leaflet is available in additional languages and alternative formats. Please contact the Trust for further details.

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Confidentiality  
Information for  
people who use  
the specialist  
mental health  
services, and  
their carers

# Confidentiality information

## The purpose of this leaflet

Health and Social Services work together to provide an effective and co-ordinated mental health service for individuals and their carers.

In order to help people to understand these arrangements we have produced this leaflet about confidentiality.

# Health

### Your records

We need to discuss with you the help and support that you may need, and record this information. This may be in the form of:

#### Case notes

- written case notes/letters in your personal file, held by the mental health worker/team from whom you receive care;
- written case notes/letters held by other professionals involved in your care, for example your Consultant Psychiatrist, Social Worker or Occupational Therapist.

#### Computerised records

- when Social Services or Health Services are involved in your care, personal details are held in your care, personal details are held on the computerised database of the agency responsible for your care (for further details see Social Services leaflet 'For your eyes only');
- Health and Social Services also have a Care Programme Approach computerised database, on which your personal details and the details of care you receive are recorded. This is maintained by the NHS Trust in your area.

### Your rights

You have a right to see your records.

Under the Data Protection Act 1998 you have a right to see information held about you.

If this involves disclosing information about another person (i.e. a 'third party'), normally that person would be asked for his/her permission to disclose this information.

### How to see your records

To see your records you should make your request in writing to your own Care Co-ordinator or his/her line manager. In accordance with Trust/Social Services procedures, a nominated professional will be identified to respond to your request.

If you cannot, or do not want to approach your Care Co-ordinator or the relevant line manager, you can ask someone else to do so on your behalf, but he/she will need to establish your identity, and would require your authorisation.

### Confidentiality

Any professionals or staff who have access to information about you are bound by confidentiality laws and professional codes of conduct, and by the Dorset Interagency Policy on Confidentiality 2002. A copy of this policy may be obtained on request to your Care Co-ordinator.

### Other uses of this information

Statistics and information may be used for audit and research purposes, and to assist service planning. In all circumstances this information will be made anonymous.

If you have any questions about the sharing of information and confidentiality, please speak directly with your Care Co-ordinator or his/her line manager.