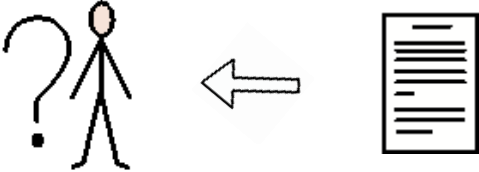


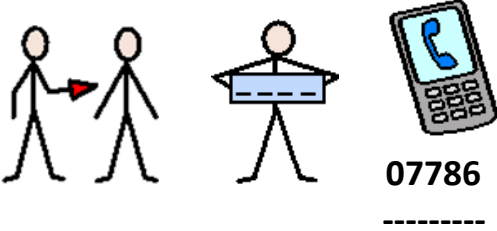


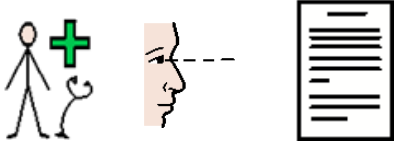



## Easy Read Privacy notice

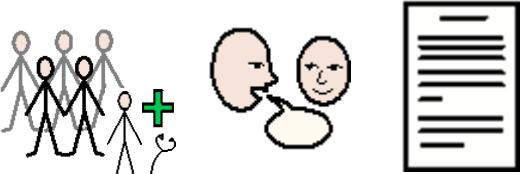
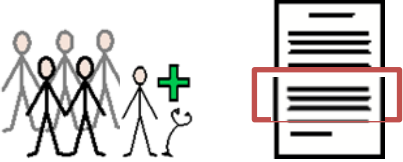


	<p>Personal data is information about someone who is alive.</p>
	<p>The government has made a law to protect information about you.</p>
	<p>This means that staff who have information about you will have to keep this information private</p>
	<p>This information might include your:</p> <ul style="list-style-type: none"> <li>• name</li> <li>• weight</li> <li>• height</li> <li>• date of birth</li> <li>• address</li> <li>• phone number</li> </ul>
	<p>Other information may include:</p> <ul style="list-style-type: none"> <li>• health problems and treatments you receive</li> <li>• information about you and your family and who you live with</li> <li>• what is important to you</li> <li>• work you have done</li> <li>• how much money you have</li> </ul>

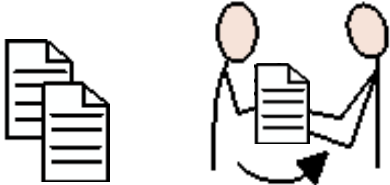
## Why we collect information about you

	<p>We need to keep information about the treatment you have had and who has helped you.</p>
	<p>This information can be seen by other medical staff in the hospital who may be giving you some treatment.</p>
	<p>This information about you helps all staff in the hospital or in the community providing a service to you to give you the best possible care.</p>

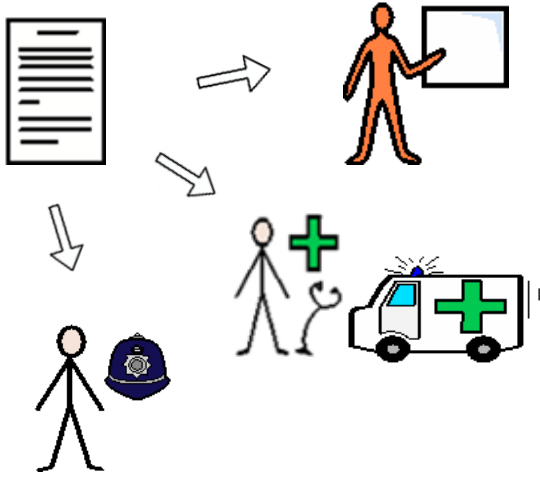



**This Law is called the Data Protection Act**  
What does this law say?



	<p>The hospital staff must let you know why they are using information about you.</p>
	<p>The hospital staff must only use the information about you that they need for your care, not anything else.</p>
	<p>We must make sure that information about you is correct.</p>
	<p>We must not keep information about you for longer than it is needed.</p>

	<p>We must offer you a copy of information we have about you.</p>
---	---

**Who do we share information about you with?**

	<p>Somerset Partnership NHS Foundation Trust will share information about you with other services including:</p> <ul style="list-style-type: none"> <li>• Doctors</li> <li>• Other hospitals</li> <li>• Ambulance services</li> <li>• Social workers</li> <li>• Teachers</li> <li>• Local councils</li> <li>• Police men and women</li> <li>• Voluntary services</li> <li>• Nursing homes</li> </ul>
	<p>Sometimes we will have to share information about you if there is a law that tells us to.</p>

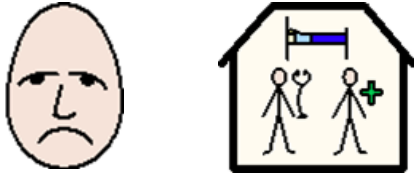
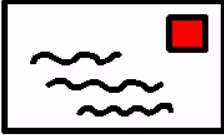



**How do we keep information about you safe and secure?**

	<p>We make sure that all information about you is secure</p>
	<p>We make sure that our computers do not let anyone see information about you unless they are the staff that are helping you.</p>

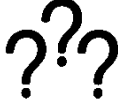



## How do I get a copy of information about me?

	<p>If you would like a copy</p>
	<p>Please phone us on: 01278 432038</p>
	<p>Or email us at <a href="mailto:access2records@sompar.nhs.uk">access2records@sompar.nhs.uk</a></p>

## Is there a problem?

	<p>If you have a problem with any care that you have had or about how we have stored information about you, please contact the Trust's <a href="#">Patient Advice and Liaison Service (PALS)</a>.</p>
	<p>Somerset Partnership NHS Foundation Trust 2nd Floor, Mallard Court, Express Park, Bristol Road, Bridgwater TA6 4RN</p>
	<p>You also have a right to complain to the Data Protection regulator, if you are unhappy with the way the hospital have stored or shared information about you:</p>
	<p>Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF</p>
	<p>phone 0303 123 1113  (or 01625 545745 or 44 1625 545745 if calling from overseas)</p>

## More information

	Do you have any questions?
	Speak to the hospital staff OR
	Please phone us on 01278 432038 OR
	Or email us on <a href="mailto:access2records@sompar.nhs.uk">access2records@sompar.nhs.uk</a>

**Louise Coppin**

**Data Protection Officer**

**Taunton & Somerset NHS Foundation Trust**

**[Louise.Coppin@tst.nhs.uk](mailto:Louise.Coppin@tst.nhs.uk)**

**May 2018**