

In Dumfries and Galloway the NHS and Social Services work together. This ensures you receive good quality care to meet your needs. To do this it is sometimes necessary for us to share information. Information about you is confidential and will be kept securely in a shared file or computer.

Information sharing is important so that you don't need to keep giving the same details to different staff. It helps us ensure that you receive co-ordinated planned treatment and services. Your information will be shared only with those who need to know and only as much as needs to be known.

Staff will explain information sharing to you fully, prior to asking for your consent.

You will be asked if you give your consent to share information. This will be at the earliest opportunity. Your consent has to be recorded and you can say who else can be asked about you, and who gets to see the information.

Your consent has to be reviewed after an agreed length of time to check you are still OK with the agreement. You may change your mind about consent at any time.

Sometimes we have a duty to disclose information without consent. This could be because you are unable to consent. It could be because of risks to yourself or to others. Even this sort of sharing will only be with those who need to know, sharing the minimum amount of information necessary.

For people who may be unable to give informed consent, it may be necessary to ask a person who has authority as guardian to do so on their behalf. The guardian will be fully informed as to why and how the information is to be shared.

The Data Protection Act 1998 allows you to ask for a copy of all personal information we have about you. Some of the information may be in health care files, and some in social work files. You can ask to see this information by contacting the Data Protection Officers at one of the following. There may be a charge attached to this.

Data Protection Officer
NHS Dumfries & Galloway
01387 246 246

Data Protection Officer
Dumfries & Galloway Council
030 33 33 3000

If you are unhappy about the way your information has been disclosed then you have the right to complain. To do so you should contact one of the following :

Data Protection Officer
NHS Dumfries and Galloway
01387 246 246

Chief Social Work Officer
Dumfries and Galloway
Council
Social Work Services
030 33 33 3000



Information Sharing

For more information visit:

www.nhsdg.scot.nhs.uk
www.scotconsumer.org.uk/hris
www.scotland.gov.uk

SSA & MIDIS Development Team
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A short guide for service users.