



Health & Social Care  
Information Centre

## Preventing use of your information

Please complete this form if you wish to prevent any information held about you by the Health and Social Care Information Centre being used for health and/or social care purposes **other than direct care**.

Please return your completed application form to:

*Information Governance Department  
The Health and Social Care Information Centre  
1 Trevelyan Square  
Boar Lane  
Leeds  
LS1 6AE*

## Role of the Health and Social Care Information Centre

The Health and Social Care Information Centre (HSCIC) was established in law as an Executive Non-Departmental Public Body (ENDPB) on the 1 April 2013.

The Health and Social Care Act 2012 (HSCA 2012) sets out our responsibilities, which include:

- Collecting, analysing and publishing national health and social care data and statistical information;
- Setting up and managing national IT systems, information systems and standards to ensure information flows efficiently and securely across the health and social care system, to support the delivery of care and improve patient outcomes;
- Publishing a set of rules (called a Code of Practice) to set out how the personal confidential information of patients should be handled and managed by health and care staff and organisations
- Building up a library of 'indicators' that can be used to measure the quality of health and care services provided to the public;
- Acting to reduce how much paperwork doctors, nurses and care workers have to complete by ensuring that only essential data is collected, and that we avoid collecting the same information twice;
- Helping health and care organisations improve the quality of the data they collect and send to us by setting standards and guidelines to help them assess how well they are doing;
- Creating a register of all the information that we collect and produce, and publishing that information in a range of different formats so that it will be useful to as many people as possible while safeguarding the personal confidential data of individuals.
- The HSCIC is the data controller (the person/organisation who has legal responsibility for the data) of a number of systems further details can be found via the following link:

<http://www.hscic.gov.uk/article/4963/What-information-we-collect>

This form should **not** be used for objections to the flow of information **from** GP practices to the HSCIC. Further information on your rights relating to this can be found at the link below:

<http://www.england.nhs.uk/ourwork/tsd/care-data/>

However, this form can be used if you decide to object to data being collected from your GP **after** data has started to flow. Completing this form will ensure your identifiable information is removed from the data that has already been collected from your GP practice.

### **Purposes other than direct care**

When information is used for purposes other than direct care, this is known as secondary use, an example of this is where your information and that of other patients is used for medical research.

Some of the information that is recorded by health and care professionals about your care and treatment is sent securely to us by the organisations that deliver this care. This information is not used to support your direct care.

Protecting your personal confidential information is very important, so we treat it with the greatest care and respect. It has to be kept safe and secure at all times. The Care Act 2014 has clarified that the HSCIC may only share information where it would benefit health or adult social care or the promotion of health. When we do this we are careful to take out any personal information that could identify you, for example this could include your name, and address, Date of Birth, NHS number and post code unless there is a legal basis to share this information. Information cannot be shared for purely commercial purposes.

You can instruct the HSCIC to remove your identifiable information from the different data collections we are legally responsible for by completing this form. If the identifiable information is removed, we can continue to use data that relates to you (but has been anonymised) to compile statistics and reports. This is because information that does not identify you is neither personal nor private and the Data Protection Act 1998 no longer applies to it, therefore the law allows its use. Although it is anonymised, it remains immensely helpful to the NHS, public health and social care. This information can be used to check that health and social care services are doing a good job, to provide the right services at the right time and to support researchers to develop new medicines and treatments. Information about your health and care can help to improve services for all patients. For example, it can help the NHS to improve early diagnoses and treatment of illnesses

If you choose to complete this form, the HSCIC will remove all identifiable information held on you other than that which is required by law to enable you to be registered as an NHS patient and to enable provision of direct care. Completing this form will not impact on your direct care. For example, you will still be called upon for relevant screening programmes.

If you would like your information to be removed / anonymised (remove all links to anything identifying you) in order to prevent information about you that is held being used for purposes other than direct care, please sign the declaration below.

### **About You**

In order to protect your privacy the HSCIC must ensure that it receives sufficient information to be able to establish your identity and ensure there is no confusion with anyone else, locating only the records that relate to you. Therefore please supply the information below to assist us in this.

Title: \_\_\_\_\_

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Former Surname: \_\_\_\_\_

Home Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Sex (Male/Female): \_\_\_\_\_

NHS Number (if known) \_\_\_\_\_

*Optional, the following information may be useful in case of a query.*

Telephone Number (day):

Email address:

**Proof of Identity**

To help establish your identity and ensure we locate the records and information only relating to you, you are required to submit a **photocopy** of **one** document from **each** of the following categories with this application.

**i. Confirmation of name<sup>1</sup>**

- Full driving licence
- Passport
- Birth certificate
- Marriage certificate

plus,

**ii. Confirmation of address**

- Utility bill
- Bank statement
- Credit card statement
- Benefit book
- Pension book

I am providing a photocopy of the following types of identification, which are included with this application.

- i. Confirmation of name \_\_\_\_\_
- ii. Confirmation of address \_\_\_\_\_

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<sup>1</sup> Where you have had a change of name we will require evidence of the name for which you are seeking information e.g. a birth certificate will not be considered as evidence for searches on a married name.

**Declaration**

The information that I have supplied in this application is correct, and I am the person to whom it relates.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once your proof of identification is received and verified we will write to you and confirm the actions we have taken.

**Your Checklist**

- Is your contact information correct?
- Have you enclosed 2 forms of acceptable identification?
- Have you signed the form?
- Have you completed all sections?