

**Privacy Information – Online Maternity self-referral form**

The General Data Protection Regulation (GDPR) came into effect on 25 May 2018. This leaflet explains how The Hillingdon Hospitals NHS Foundation Trust processes and uses your information.

**Using your personal information**

Personal information which you supply to us may be used in a number of ways, primarily for example:

- Identifying who the relevant health professional to provide care will be (Obstetrician or midwife or both)
- Sending you communication from the Trust by letter, text or telephone (please inform us if your details change)
- Shared within internal departments for medical referrals
- Shared with tertiary units as required for specific care
- For identifying any risk factors in regards to your pregnancy
- For audit
- For confidential enquiries
- For statistical analysis
- For investigating incidents, complaints or claims
- If required to do so by law or for safeguarding children or adults

**We may share your information with, and obtain information about you from:**

- We may give your information to social services
- Complaints department if you make a complaint
- Legal department if you make a claim
- Third parties such as NHS Resolutions, NHS Digital, General Practitioner, Emergency Department

**Your rights**

To ensuring your rights are respected:

- You can request a copy of your records by contacting the Trusts Legal Services Department.
- You have the right to rectification.
- You have the right to restrict processing and withdraw consent for processing at anytime
- You have the right to object, and to prevent automated decision making
- We are mandated to report female genital mutilation (FGM) but you can write to NHS Digital to ask them to remove the information in regards to you.
- If a woman delivers a female baby and has FGM, it is a safeguarding issue and we must document it on the child’s health record. This can be removed from the child’s health record when they are 18 years old.

**What we are doing to ensure the security of your personal & sensitive information**

We aim to safeguard your personal and sensitive information whilst maintaining confidentiality, integrity, availability and quality of the information we handle. Your information will be securely stored in the following:

- Securely filed or scanned
- Trust access controlled systems called Euroking and PAS
- Trust Encrypted devices such as computers and laptops
- Encrypted referrals received via email
- Health records are kept for 25 years minimum following the birth of your child. They are stored in a secured location

If you have any further questions regarding the governance and security of your information please contact: The Trusts Data Protection Officer on 01895 279 639 or [thh.dataprotection@nhs.net](mailto:thh.dataprotection@nhs.net)  
Please see <https://www.thh.nhs.uk/patients/advice/rights.php> for further information

THH general terms of processing your personal and sensitive data:

- We will only collect and use your information where we have lawful grounds and legitimate business reasons to do so
- We will be transparent in our dealings with you and will tell you about how we will collect and use your information

- If we have collected your information for a particular purpose we will not use it for anything else unless you have been informed and, where relevant, your permission obtained
- We will not ask for more information than we need for the purposes for which we are collecting it
- We will update our records when you inform us that your details have changed
- We will continue to review and assess the quality of our information
- We will implement and adhere to information retention policies relating to your information and will ensure that your information is securely disposed of at the end of the appropriate retention period as per Records Management Code of Practice for Health & Social Care Act (<https://digital.nhs.uk/codes-of-practice-handling-information>)
- We will observe the rights granted to you under applicable privacy and data protection laws and will ensure that queries relating to privacy issues are promptly and transparently dealt with
- We will train our staff on their privacy obligations
- We will ensure we have appropriate physical and technological security measures to protect your information regardless of where it is held
- We will ensure that when we outsource any processes we ensure the supplier has appropriate security measures in place and will contractually require them to comply with these Privacy Principles
- We will ensure that suitable safeguards are in place before any personal information is transferred to other countries if applicable
- We have no intention of sharing data with third-parties for marketing purposes