

National System for Sexual Health (NaSH)

Protecting your Personal Information

❓ How do you protect my personal information?

NHS Scotland cares about your personal data and it's important that you know how we use it and keep it safe. We use a computer system, just for sexual health clinics in Scotland, called '**NaSH**'. You may be asked to complete a registration form so we can create an electronic record using your personal details. Some people will register directly through our on-line booking site. We prefer to download your name and address details electronically, using your NHS Scotland number (CHI number), as this saves time and reduces errors. The registration form will record your permission to use CHI. You can also choose to use an assumed ('made-up') name and not use your CHI number but please be aware that we would not be able to refer you for any x-ray investigations or communicate with your GP or other health professional under an assumed name.

You will be given a sexual health clinic number called a 'NaSH number' which starts with 'AN' (e.g. AN012345678). Please keep this number safe as it may be required to access your test results. You can use this number to access care in any specialist sexual health clinic in NHS Scotland.

We are committed to protecting your privacy and will only process personal confidential data in accordance with the Data Protection Act 2018.

❓ Who can access the NaSH system and my personal information?

The NaSH system can only be accessed by staff working under the oversight of specialist sexual health and HIV services in Scotland who have a legal duty to keep information about you confidential. No other staff in the NHS either in hospital, community or GP practices can see your NaSH record.

At the time of registration if we note that you have already accessed care elsewhere in Scotland with a NaSH record you have the choice of simply continuing with the same record in our health board or creating a new record.

All of our staff receive Information Governance training to ensure they are aware of their personal responsibilities and have contractual obligations to uphold confidentiality, enforceable through disciplinary procedures.

❓ How is my information used?

Your information is used mainly to provide care and treatment.

Service information such as the number of patients, their ages, and reasons for attending is used to carry out research and audit projects in order to improve services and teach health professionals, to protect or improve public health, and for administration of the services. This information does not identify individuals.

The registration form also records whether you have given consent for your information to be shared with other organisations or people, and this is checked and updated at each attendance. You can change these permissions at any time.

Would you share my clinical information without my consent?

Information may be disclosed without your consent where there is a legitimate interest in accordance with the Data Protection Act 2018. This can include:

- Where there is a legal requirement
- Where a child or vulnerable adult may be in need of protection or is at risk of harm
- To aid the police in the prevention or detection of a serious crime

Where appropriate we would contact you to inform you that your information had been shared and with whom.

Can I access my information on NaSH?

Yes - you have a right to access any information held about you and we would be happy to provide the necessary information from your electronic record on request and free of charge. Under the Data Protection Act 2018, you have a right to know who holds personal information about you. Within Health Boards, this person or organization is called the Data Controller, and for this purpose in NHS Tayside the request should be made to informationgovernance.tayside@nhs.net.

Further Information

Each NHS Health Board has Caldicott Guardians and Data Protection Officers who are responsible for protecting the confidentiality of service users and their information and enabling appropriate and lawful information sharing. If you are unhappy with the way in which we use your personal information you can contact your local data protection officer: Mr Joseph Donnelly, Data Protection Officer, Information Governance, Room GF3a Maryfield House South, Mains Loan, Dundee DD4 7BT.

You also have the right to complain to the Information Commissioner's Office (ICO): www.ico.org.uk.

If, at any time, you would like to know more about how we use your information, you can speak to any member of staff or write to: Alison Stone, Senior charge nurse, Sexual health clinic, Level 7 South block, Ninewells Hospital, Dundee, DD1 9SY.

Further information about how NHS Scotland protects data confidentiality is available here: <https://nhsns.org/how-nss-works/data-protection/> and www.nhsinform.scot.