

## Subject Access Requests

Under the DPA 1998, living patients or 'Data Subjects' have a right (subject to the payment of a fee, if applicable) to:

- ◆ Be informed whether personal data is being processed (which includes being held or stored)
- ◆ A description of the personal data held, the purposes for which it is processed and to whom the personal data may be disclosed
- ◆ A copy of the information constituting the personal data (subject to certain exceptions and conditions)
- ◆ Request access to your information under the Data Protection Act which will be dealt within 21 calendar day deadline set by the NHS.
- ◆ This request may incur a charge

If an individual requires information regarding a deceased person, the individual will need to request access to the health record under the under Common Law duty of Confidentiality.

For Subject Access Requests relating to employment records please contact the CCG .

Email: [cprccg.sar@nhs.net](mailto:cprccg.sar@nhs.net)



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Please contact the CCG if you require  
this leaflet in any other format.



**Castle Point and Rochford  
Clinical Commissioning Group**

## Staff Information Leaflet



**All you need to know  
about your rights and  
our responsibilities**

## Why we collect information about you?

NHS Castle Point & Rochford Clinical Commissioning Group (the CCG) needs to collect information from you in order to ensure that you are paid your salary, to monitor your well-being and progression and to keep a record of your employment history.

## How we keep your information confidential

Everyone working in or for the CCG has the responsibility to use personal data in secure and confidential way. Staff who have access to information about individuals need to use it effectively, whilst maintaining appropriate levels of confidentiality.

We will not disclose information about you to third parties without your permission unless there are exceptional circumstances, such as where laws require information to be passed on.

Anyone who receives information from us is also under a legal obligation to keep it confidential. We are required by law to report certain information to the necessary authorities. Occasions when we must pass on information include:

- ◆ Where a Court Order has been issued.
- ◆ Investigate complaints, legal claims, or adverse incidents



## The Data Protection Act 1998 and the Caldicott

### Principles

These Data Protection and Caldicott Principles translate into **key maxims for all staff to follow:**

- ◆ Staff should be fully informed about how their information may be used.
- ◆ There are strict conditions under which personal data may be disclosed.
- ◆ In particular, certain disclosures are not permitted without the express consent of the individual
- ◆ Individuals have the right to see what information is held about them, and to have any errors corrected
- ◆ Personal information should be anonymised wherever and whenever possible.
- ◆ The legitimate use, disclosure or sharing of personal data does not constitute a breach of confidentiality
- ◆ Sharing of personal data between organisations can take place with appropriate safeguards
- ◆ Sometimes a judgement has to be made about the balance between the duty of confidence and disclosure in the public interest. Any such disclosure must be justified
- ◆ Personal data should be kept secure and confidential at all times.