

Q Will everyone know everything about me?

A This will be discussed with you and only information you are happy to share will be passed on.

Q What if I am unhappy about the way my personal information is being used?

A Tell us as soon as possible so that we can deal with it appropriately. If you are still unhappy, then each of the organisations have a formal complaint procedure which you can access.

More information

Angus - 08452 777778

Dundee - 01382 435106

Perth & Kinross - 01738 475000

This leaflet is available in other languages, large format, Braille and on audio tape by request.

Sharing Assessment Information and Giving Consent

A guide for the public



In the Tayside area, health, social work and housing staff are aiming to work together to provide the best care, support and treatment for you. Until now, if more than one person was involved in providing you with services it is very likely that you would have been asked the same questions many times.

It would be useful if we could give other organisations that we need to work with more information about you. Before we can do this, we need your permission.

Here are some questions and answers that might help you.

Q What information will you share?

A This will depend upon the type of help that you may need. Any information that you have given to us will only be passed on to another person where it is:

- **Directly relevant** to the help you need, and
- The other person **needs to know** it in order to give you help

We will tell you what sort of information we want to pass on to the other people before we do so.

Q How will you keep this information safe?

A In Tayside there is an agreement between Health, Social Work and Housing to treat all information about you as **confidential**. We also have a responsibility to ensure that all information is held securely.

Q What if I don't want to give permission to share my information?

A If you are unhappy about your information being shared, you can discuss this with any member of staff at anytime. You have a right to refuse to share information, but this may cause a delay in you receiving the services you need.

However, in certain circumstances, the Data Protection Act (1998), allows us to share information without first obtaining your consent:

- where it is necessary to protect you and others from harm, or
- where it is necessary in order to prevent or detect crime.

Q How long will my permission last?

A We will check with you on a regular basis and as long as you are happy with us sharing information, we will continue to do so.