



Information Charter

When we ask you for information, we promise to:

Only ask for what we need;



Make sure you know why we need it;



Protect it and make sure only staff who need to see the information for work reasons access it;



Only share it with other NHS organisations when necessary – and when possible to let you know before we share it;



Make sure we keep to NHS time limits for holding information and destroy it securely when the time comes;



Abide by the Data Protection Act 1998 when handling your information;



Provide training to staff who handle personal information;



Respond appropriately if personal information is not used or protected properly.



Please give us accurate information and tell us as soon as possible if there are any changes such as you have changed your GP, address or telephone number.

The leaflet 'What you need to know-Your Information' is available in waiting areas, from www.cmft.nhs.uk under the headings 'Info for Patients and Carers' and 'Patient Leaflets' or by calling 0161 276 4878