

Department of Health and Social Care – Fair Processing
Notice – Easy Read

Sometimes if you are unwell or need help you may need to go to Nobles Hospital, Community Care, Dentist, your own GP (doctor) or see a Social Worker.

A lot of Doctors, Nurses and Social Workers work for the Department of Health and Social Care

We, by law, will provide you with health or social care, for example, to help you become better again or to keep you safe.

To provide you care, we will need to ask you some questions, the answers you give will then be kept safe in your record which may be kept on a computer or in a folder.



We may need to ask you questions like:

- What is your name
- Where do you live
- What is your age and birthday
- Who looks after you at home
- Have you been unwell before



If you don't understand what you are being asked, the Doctor, Nurse or Social Worker will explain.

All of your answers you give to us are **confidential**; this means we have to make sure no one can look at them who is not allowed too.

We have to keep your records safe for a number of years. You can check how long by [clicking here](#)

Sometimes, we may share your information without you knowing, if it was in your best interest or if we were told too by a Court or the Police.

Sometimes we may ask for your consent to share your own information with another Doctor, Nurse or Social Worker, we will always explain why.

Consent means you are:

Happy to share your information 😊

or

Not happy to share your information ☹️

If you are not sure or do not understand please ask the Doctor, Nurse or Social Worker to explain why; they will not mind because they want to make sure you know the reason why.

Remember: If you are happy to share your information and then change your mind; that is fine; just let your Doctor, Nurse or Social Worker know.



Because we keep information about you it is your right to ask us:

- how we will use your personal information.
- to request all information held about you.
- to stop us making use of your information.
- to change or restrict the way we use your information and we have to agree if possible.
- to ask for your information to be changed, blocked or erased if it is incorrect

If you wish to access your records, or exercise any other of your rights above, please contact the Data Protection Officer (DPO)



Data Protection Officer

Medical Records Department
Noble's Hospital
Strang
Douglas, IM4 4RJ
Email: DPO-DHSC@gov.im
Phone: **686784**

Your right to complain

It is your legal right that if you wish to complain on how the Department of Health and Social Care processes your information you can contact the DPO-DHSC@gov.im or submit a complaint to the:

Isle of Man Information Commissioner
P.O. Box 69,
Douglas,
Isle of Man, IM99 1EQ
Telephone: +44 1624 693260
Email: ask@inforights.im