

- Contracts of staff employment
- Professional codes of conduct

Some ways to find out more

Further information can be accessed from Aberdeen City, Aberdeenshire and Moray Council's Publication Schemes. Copies of these can be found in city libraries and Council offices. Alternatively, they can be accessed at:

www.aberdeencity.gov.uk
www.aberdeenshire.gov.uk
www.moray.gov.uk
www.nhsgrampian.org

Audio and large print versions of the Publication Scheme will be available on request. Should there be an identified need, the Publication Scheme will also be made available in Braille and languages other than English.

Information can also be found in the following leaflets:

- How the NHS protects your health information
- How to see your Health Records

Or by contacting:

NHS Grampian
 Corporate Communications
 Ashgrove House
 Foresterhill
 Aberdeen
 AB25 2ZA
 Phone: 01224 554400
 E-mail: grampian@nhs.net
 Website: www.nhsgrampian.org

Any Queries?

If you have any queries regarding any part of this leaflet, please feel free to contact your key worker or associated professional.



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INFORMATION SHARING WITHIN INTEGRATED SERVICES FOR ADULTS

a Guide for Adult Service Users

For help with language/interpreting and other formats of communication support, please contact: 01224 523542
ভাষা/ইন্টারপ্রেটিং এবং অন্যান্য ফরমেটের যোগাযোগ সাহায্যের জন্য দয়া করে :01224 523 542 নম্বরে যোগাযোগ করবেন।
如果需要語言/傳譯及其他形式的傳訊支援服務，請聯絡:01224 523 542。
Если требуется помощь при выборе языка / переводчика или других способов общения, звоните по телефону: 01224 523 542
للحصول على مساعدة بخصوص اللغة/ الترجمة و وسائل الاتصال الأخرى، الرجاء الاتصال بالرقم التالي: 01224 523 542
زبان / ترجمانی (انٹرنیٹنگ) میں مدد اور اپنی بات دوسروں تک پہنچانے میں مدد کی دوسری طرزوں کیلئے، براہ کرم اس نمبر پر رابطہ کریں: 01224 523 542
Jeśli potrzebujesz pomocy językowej / tłumacza lub innej pomocy w porozumiewaniu się, proszę zadzwonić pod numer: 01224 523 542

Arrangements can be made to have this leaflet available in audio-cassette, Braille and large print. Telephone 01224 523933.



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معلومات من قسم العمل الإجتماعي
 資訊來源於福利救濟工作部
 سماجی بہبود کے ادارے سے معاملات حاصل کریں
 سوسال ونگارک ڈیپارٹمنٹ
 থেকে সংবাদ জানুন

Introduction

Health, Housing and Social Care Staff across the Grampian area aim to make sure that the care and support you receive is tailored, planned, and delivered to meet your individual needs.

When staff from different practices are working together to arrange the services you require, they may need to share information about you.

Any information held about you is kept securely in a file or on electronic information systems.

Before your information is shared we may need your permission to do so. The staff asking your permission will explain what this means before asking for your consent.

Why do we need to share your information?

- We share your information so that you don't need to be asked the same basic questions over and over again by different health and care staff. This reduces the frustration of repeating information
- It ensures that you receive co-ordinated treatment and services since relevant staff involved in your care have basic information about your circumstances
- It will make easier and quicker access to equipment and adaptations that assist you with daily living
- It may also reduce delays in the care services we provide
- Sometimes we need to share your information to ensure your safety

What information will we share?

- At present, this will be information gathered during the assessment of your needs. This is

known as the Single Shared Assessment

- If you require social or health care support, the first professional you see will find out what you need and will record information on the Single Shared Assessment form
- The form records information about you, your needs and areas of difficulty in order to help decide the most appropriate treatment, care and support for you
- This information is used to help plan your care
- A copy of the assessment is given to you in the language and format of your choice
- You will be asked if you agree to it being shared with other professionals involved with your care
- Very sensitive information may not be shared in some circumstances

Who will this information be shared with?

- Your information will be shared with the people directly involved in your care and who have a genuine need to be informed e.g. nurses, GP's, social care services, occupational therapy, physiotherapy and anyone else with whom you have agreed that we may share it
- Your information will only be shared with other people who provide services to support you

How do we do this?

- Your information will then be shared on paper, verbally or on electronic information systems
- Some of your information may be held in health care records, and some in social care records. All staff are required to keep written records of their work

You can decide not to have your information shared

- If you do not wish your information to be shared in the way described in this leaflet, make this clear to the person carrying out your assessment
- You can also choose not to share this type of information. We will respect this decision

What if someone is not able to decide themselves?

- If a person is not able to make a decision about their information being shared, only a legally appointed representative can do so on their behalf
- This person can be:-
 - Their agent (confirmed by a letter of consent from the service user)
 - A person with a (welfare) Power of Attorney
 - A representative appointed by the court under the terms of the Adults with Incapacity (Scotland) Act 2000

Your rights

- At any time throughout the process you have the right to refuse or withdraw consent to have your information shared. However, this may cause delays in getting services organised and means that you could be asked for the same information repeatedly by different people
- You have the right to request access to information held about you
- You have a right to the respect of your privacy at all times and all staff involved in your care have duties of confidentiality governed by:
 - The Data Protection Act 1998
 - The Human Rights Act 1998