



Reference: 0676

Request:

Received: 06/04/2010

Dear Sir/Madam,

I am writing to request details of how your NHS Trust stores and shares personal data. "*Personal data*" is defined in the Data Protection Act (at section 1(1)), as "data which relate to a living individual who can be identified from those data; or from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller and includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual".

To outline my query as clearly as possible, I am requesting:

1. Your NHS Trust's policy on storing and sharing personal data, as per the definition given above.
2. The specific file formats your NHS Trust uses to store and share personal data, as per the definition given above.

Yours faithfully



Response:

Responded: 22/04/2010

Dear

Thank you for your request for information, placed under the Freedom of Information Act (2000).

1. The Trust adheres to the Data Protection Act (DPA) (1998). We do not make available personal details without the authorisation of the person concerned except where this is enabled by the DPA. See Trust policy TP/12 which is available in the 'Our Policies and Procedures' section of the Publication Scheme on our website –

http://www.londonambulance.nhs.uk/talking_with_us/freedom_of_information/classes_of_information/our_policies_and_procedures.aspx

- . Medical records are covered by TP/17 *Procedure for Health Records Used, Generated and Stored by the LAS* and TP/009 *Policy for Access to Health Records*, both of which are again available within our Publication Scheme.
2. File formats vary depending on the data. MS Office formats are generally used for unstructured data on network drives. This can include personal data but such files are access restricted. Personal files are also kept in hard copy in locked storage. Patient Report Forms, the record of the assessment and treatment provided to a patient, are the prime medical records we hold and these are scanned onto a secure management information system.

Yours sincerely

Gary Bassett

Head of Patient Experiences
London Ambulance Service NHS Trust