Recording information about your baby's care in the Neonatal Unit

Neonatal unit

Your baby is now on the Neonatal Unit and needs the expert care of the medical and nursing teams. This involves collecting data on an Electronic Patient Record (EPR). As soon as your baby is admitted all their medical and nursing information is entered onto the EPR via a computer.

As part of your baby's care, we collect information on your baby and it is used by external agencies. Examples of the external agencies are the Neonatal Newborn Network and other specialist agencies or hospitals involved in your baby's care. You may want answers to the following questions:-

Why do we need this information?

Accurate, up-to-date information helps us provide the right care. It is also important that full information is available, should your baby be seen by another doctor, be referred to a specialist or another part of the NHS. The information we provide is used to:

- Assess, plan, implement and evaluate your baby's care

- Obtain specialist advice about your baby's care

- Collect accurate details about the care of sick or premature babies in units nationally

- Monitor neonatal care and clinical standards within the region to make sure they are always up to date

- Plan and develop services for you and your baby nationally

- Produce reports that highlight areas of good practice that we can share nationally

The information in the EPR contains nothing that could identify you or your baby, unless it is shared with another hospital for transfer or specialist advice.

The prevention of infection is a major priority in all healthcare and everyone has a part to play.
- **Please decontaminate your hands frequently for 20 seconds using soap and water or alcohol gel if available**
- **If you have symptoms of diarrhoea and/or vomiting, cough or other respiratory symptoms, a temperature or any loss of taste or smell please do not visit the hospital or any other care facility and seek advice from 111**
- **Keep the environment clean and tidy**
- **Let's work together to keep infections out of our hospitals and care homes.**

What information do we need?

- The NHS number for you and your baby

- Your postcode

- Your baby's date of birth

- Your baby's birth weight

- How many weeks pregnant you were when your baby was born

- Your baby's condition and treatment

- Whether you had a single or multiple birth

- Where your baby was born

- The hospitals where your baby was cared for

Who collects the information?

The staff in the Neonatal Unit collect the information as part of the care of your baby - usually this is a neonatal nurse, doctor or ward clerk.

When will we collect the information?

Information is updated regularly throughout your baby's stay in the Neonatal Unit.

How will we collect the information?

We collect the information from your baby's EPR. We capture it electronically on secure computers based on the Neonatal Unit.

Who will see the information?

By law, everyone who works for the NHS must keep all personal information confidential, and there are very strict regulations controlling access to personal information like your baby's NHS number and date of birth. Only the people who actually care for your baby see all the details.

The Neonatal Unit has very strict confidentiality and security procedures in line with the Data Protection Act (1998). It will make sure that information about your baby is not given to unauthorised people.

Can I see the records on the database?

Yes, you can see a copy of the information we have about you and your baby. To do this, you need to apply to the Data Protection Team.

Data Protection Team
Health Records
New Cross Hospital
Wednesfield Road
Wolverhampton
WV10 0PQ

email rwh-tr.dataprotectionteam@nhs.net

Tel: 01902307999 ext 5544

What do I need to do now?

You do not need to do anything, as the information will be collected as part of routine clinical care.

If you **DO NOT** wish for information to be used by external agencies, you will need to sign the opt-out form and give it to the nurse looking after your baby. This will not affect the clinical care which your baby receives.

What rights do I have?

Right to Rectification

If you believe your information may be inaccurate or incomplete you can make a request to have your information reviewed.

Right to Object

The right to object to processing means that data should cease to be processed. This right applies only where data is obtained with your consent. In most cases we rely on our legal basis to process your data and not consent, therefore for care purposes this right may not apply.

If your data is used for any other reason, this right may apply, but would have to be assessed on an individual basis.

Right to Restrict Processing

The right to restriction allows you to request the restriction or suppression of your personal data. This right is closely linked with the right to rectify and the right to object and will only apply if:

• You contest the accuracy of your personal data and the accuracy is being verified by the Trust; the data has been unlawfully processed (i.e., in breach of the lawfulness requirement of the first principle of the General Data Protection Regulations GDPR) and you oppose erasure and request restriction instead; the personal data is no longer needed but we need to keep it in order to establish, exercise or defend a legal claim

Right to Erasure

The right to erasure is also known as the 'right to be forgotten'. It introduces a right for you to have personal data erased. Generally, this right is not available with health care data. Where this right is available for specific processing, you will be notified.

Right to Data Portability

The right to data portability allows you to obtain and reuse your personal data across different services. The process should allow for moving, copying or transfer of personal data easily from one IT environment to another in a safe and secure way, without hindrance to usability. The right to data portability is not an absolute right and generally will not apply to your health care record unless:

• The processing is based on your consent, or it is in the performance of a contract

• When processing is carried out by automated means

Use of profiling

Profiling is automated processing of personal data to evaluate certain things about an individual. The Trust may use profiling techniques for health care planning purposes.

An example of this type of processing is the process of risk stratification of patients based on frequency of attendance.

If you are uncertain or have any questions, do not hesitate to ask the nurse looking after your baby or one of the senior doctors.

How can I find out more?

Please talk to a member of staff if you:

- Need any more information on this information leaflet

- Have any questions or concerns

- Want us to stop information being shared about your baby

You can also write to:

The Manager or your Consultant
Neonatal Unit
Maternity Building
New Cross Hospital
WV10 0QP
Tel: 01902 694032

English

If you need information in another way like easy read or a different language please let us know.

If you need an interpreter or assistance please let us know.

Lithuanian

Jeigu norėtumėte, kad informacija jums būtų pateikta kitu būdu, pavyzdžiui, supaprastinta forma ar kita kalba, prašome mums apie tai pranešti.

Jeigu jums reikia vertėjo ar kitos pagalbos, prašome mums apie tai pranešti.

Polish

Jeżeli chcieliby Państwo otrzymać te informacje w innej postaci, na przykład w wersji łatwej do czytania lub w innym języku, prosimy powiedzieć nam o tym.

Prosimy poinformować nas również, jeżeli potrzebowaliby Państwo usługi tłumaczenia ustnego lub innej pomocy.

Punjabi

ਜੇ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿਚ, ਜਿਵੇਂ ਪੜ੍ਹਨ ਵਿਚ ਆਸਾਨ ਰੂਪ ਜਾਂ ਕਿਸੇ ਦੂਜੀ ਭਾਸ਼ਾ ਵਿਚ, ਚਾਹੀਦੀ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਨੂੰ ਦੱਸੋ।

ਜੇ ਤੁਹਾਨੂੰ ਦੁਭਾਸ਼ੀਏ ਦੀ ਜਾਂ ਸਹਾਇਤਾ ਦੀ ਲੋੜ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਨੂੰ ਦੱਸੋ।

Romanian

Dacă aveți nevoie de informații în alt format, ca de exemplu caractere ușor de citit sau altă limbă, vă rugăm să ne informați.

Dacă aveți nevoie de un interpret sau de asistență, vă rugăm să ne informați.

Traditional Chinese

如果您需要以其他方式了解信息，如易读或其他语种，请告诉我们。

如果您需要口译人员或帮助，请告诉我们。