



## PRIVACY NOTICE – Overseas Patients

### Introduction

This document summarises who we are, what information we hold about you, what we will do with the information we hold including who we may share it with and how long we will keep the information for. This document also explains what rights you have with respect to your information.

### Who are we?

Salisbury NHS Foundation Trust is a public organisation providing acute and healthcare services to the population of Salisbury and the local area, as well as specialist medical services on a regional and supra-regional basis.

The Trust is registered with the Information Commissioner's Office (Registration Number Z6613850)

Our name, address and contact details are:

Salisbury NHS Foundation Trust  
Salisbury District Hospital  
Odstock Road  
Salisbury  
Wiltshire  
SP2 8BJ  
Tel: 01722 336262  
[www.salisbury.nhs.uk](http://www.salisbury.nhs.uk)

### Why do we collect information about you?

Firstly, the most important reason for which we need information about you is to ensure we are able to provide you with appropriate healthcare services. Further information about the use of this information can be found here: [www.salisbury.nhs.uk/InformationForPatients/Pages/YourInformation.aspx](http://www.salisbury.nhs.uk/InformationForPatients/Pages/YourInformation.aspx)

We need information about you in order to comply with our legal obligation, which are that we must verify that all patients are entitled to NHS care free at the point of delivery. Our obligations are set out in the Department of Health & Social Care Guidance on implementing the [overseas visitor charging regulations](#).

Whilst we receive information from you when you come into contact with us, we may also receive

## **What do we use your information for?**

The hospital may need to process your information in order to:

- Establish your identity and your entitlement to free NHS treatment
- Ensure that the information we hold about you is valid and up to date
- Record outstanding NHS debts and provide this to the Department of Health & Social Care
- Determine your immigration status using Home Office services
- Prevent, detect and prosecute fraud and other crime
- Provide translation and interpreter services to you
- Collect payment for NHS services provided

Where we process your personal and/or special category data for this purpose, we will do so to comply with a legal obligation to which the Trust is subject.

There may other occasions when we will be obliged to process your information in order to comply with a court order, coroner's instruction, to prevent or detect crime or to comply with the law.

If we process your information for other purposes that are not described above then we will obtain your consent to do so before we process it.

## **With whom do we share your information?**

We may need to share your information with external organisations, such as:

- NHS managers and the Department of Health for the purposes of planning, commissioning, managing and auditing healthcare services.
- Organisations with statutory investigative powers such as the Care Quality Commission, the General Medical Council, the Audit Commission or the Health Service Ombudsman.
- Department of Health & Social Care, Home Office and registered charities.
- Solicitors, the police, the courts (including a Coroner's court), debt recovery agencies, clinical commissioning groups and to tribunals and enquiries.
- Government agencies or public bodies within your home country.
- Companies that provide translation services and with whom we have a contract.
- Medical insurers for the purposes of administration of a claim for payment of medical expenses.

## **How long do we keep your personal information for?**

The NHS has a comprehensive set of guidelines, which govern the length of time that we may keep your records for, which are called the NHS Retention Schedules. Salisbury NHS Foundation Trust will comply with the NHS Retention Schedules. There may be occasions where the Trust will be obliged to vary from the NHS Retention Schedules, for examples, in response to a Court Order or other equivalent legal requirement. Information about the NHS Retention Schedules may be found via the



Under the NHS Confidentiality Code of Conduct, all of our staff are required to protect your information, and to complete mandatory training to protection and maintain patient confidentiality.

Everyone working for the NHS is subject to the common law duty of confidentiality. Information provided in confidence will only be used for the purposes advised or consented to, unless it is required or permitted by the law.

**What are your rights in relation to your personal information?**

Unless subject to an exemption, you have the following rights with respect to your personal