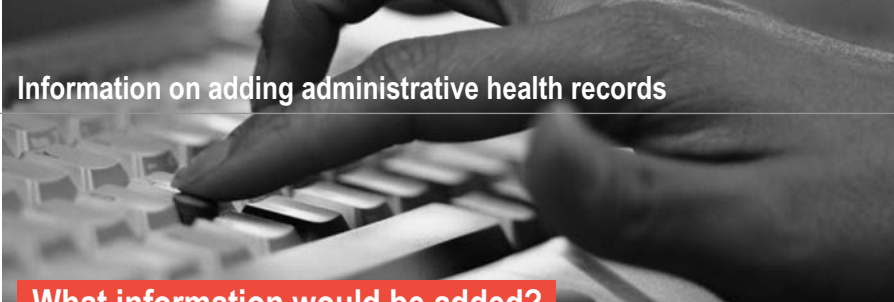


## **Information on adding administrative health records**

*The National Health Service (NHS) maintains routine medical and other health-related records on all patients accessing the health services so they can provide health services to us when we need them. While we can learn about people's lives, well-being, experiences, and behaviour by asking direct questions, it can sometimes be easier to obtain some of this information from administrative records. Administrative health records may also help us to keep in touch with you and keep our records up to date.*

*Towards the end of this year's interview, your interviewer will ask for your permission to add administrative health records to the answers you have provided in the survey. This leaflet explains more about this. Please take a moment to read it.*





## Information on adding administrative health records

### What information would be added?

The information to be added is collected for administrative purposes by the NHS and held within statistical health databases by the NHS, the Departments of Health, the General Registration Office (Scotland) and the Office for National Statistics. The information may include, for instance:

- Admissions or attendances at hospital (including dates of admission, discharge or attendance, diagnoses received, treatments given, surgical procedures, waiting times).
- Records of specific conditions such as cancer or diabetes (including type of condition)
- Prescriptions given
- Health registration details (including name of the Health Authority registered with, NHS numbers, and if a person who took part in the study were to have passed away, the date and cause of death).

### Who will use it?

Like your survey responses, the additional information may be used by academic and social policy researchers for non-commercial statistical analysis. Any sensitive information would only be made available to them under restricted access arrangements which make sure that the information is used responsibly and safely. Names and addresses are strictly confidential and are not available to those using the data for statistical analysis. No individual can be identified from the research.

### Your permission – What does it cover?

Any information can only be released with your permission. In order to access the information, we will provide some necessary personal details such as your name and address to the NHS and government departments holding the information. These personal details will only be used to identify your information. Before any information you have authorised is sent back to us, your name and other details will be removed. None of your survey responses will be disclosed to the NHS or government departments for any other purpose.

Like the answers you have given us in the survey, the additional health information will be completely confidential in accordance with the Data Protection Act. Your current or future dealings with the NHS or any government department or agency will not be affected.

### How long does your consent last?

We would like to add information relating to your present, past and future circumstances. We are not putting an expiry date to this consent as we do not know exactly when we will obtain and add the information. We will remind you regularly of the permissions you have given, and you are free to withdraw your consent at any time.

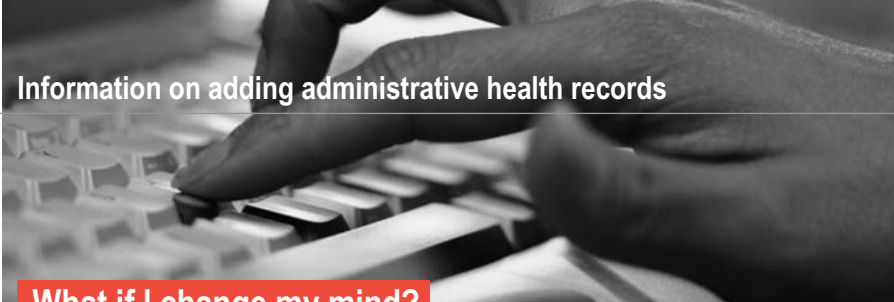
**If you have any concerns, just call our Freephone number 0800 252 853 or write to: University of Essex, FREEPOST CL2610, Colchester, CO4 2BR.**

### What about my children's information?

We would like to add information on your child(ren) from birth up to age 16. We need to seek parental consent to add information on your children aged under 16. We understand that some children would be able to make this decision on their own behalf. You should make the decision that represents your child's wishes and best interests. You could discuss this with your child, and you can withdraw your consent at any time. Once your child reaches the age of 16 we will ask your child directly.

### What about data security?

Your name and address will always be confidential. Your health records and your survey answers will only be used for research and statistics. We are very security conscious and all of our systems are password protected and accessed by a small number of authorised staff. The information we need to exchange with the government departments and agencies will be sent via secure transfer systems. We implement the most up to date data security protocols and procedures. Your personal details will be secure at all times.



## Information on adding administrative health records

### What if I change my mind?

**If you wish to withdraw your permission at any point in the future, please write to University of Essex, FREEPOST CL2610, Colchester, CO4 2BR stating:**

"I (your name), currently living at (your address and postcode) am a participant on (survey name) and I wish to withdraw my permission for administrative health data and health registration details to be added to my survey data." Please sign and date your letter.

You may choose to withdraw only part of the permissions you have given. To withdraw permissions you have given on behalf of your child(ren), you need to include their full name in your letter.

### Thank-you

**Please ask your interviewer any other questions you may have, or call us on 0800 252853**