

What legal controls govern the collection and use of information?

ISD as a Division of NHS National Services Scotland (NSS) has notified the Information Commissioner of any processing of personal data it carries out. A copy of NSS's notification is available on the Information Commissioners website at:

<http://www.informationcommissioner.gov.uk>

The processing of personal data by ISD complies fully with the principles set out in the Data Protection Act 1998.

The Data Protection Act gives you the **right to know** how ISD will use your personal health information. This leaflet only provides a brief overview of how we use your information. NSS's Data Protection Officer will be happy to answer any questions you might have.

You have the **right to object** to ISD making use of your information. You can ask us to change or restrict the way we use your information and we are obliged to agree if it is possible to do so. The Data Protection Officer will be able to provide you with more guidance.

You also have the **right to access** any personal information that ISD may hold about you, whether it is in writing or electronically. If you wish to see or obtain a copy of your personal information you can contact NSS's Data Protection Officer.

Any abbreviations or jargon used will be explained. If you think any of the information is inaccurate, incomplete or out of date, you can ask to have the data amended. You might like to talk to your drug worker about this in the first instance.



Contact Details

To learn more about the Scottish Drugs Misuse Database please contact:

NHS National Services Scotland
Information Services Division
Gyle Square
1 South Gyle Crescent
Edinburgh
EH12 9EB

SDMD Database Manager

tel: (0131) 275 6000

Further information on data confidentiality can be obtained by contacting the NSS Data Protection Officer.

NHS NSS's Data Protection Officer

tel: (0131) 275 6000

This publication can be made available in different languages, larger print, or Braille (English only). For information on translation of this publication in your community language, please phone the number below:

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اسکون ان پبلیشر هذا الامان لغات مختلفه، وبطباعه بصوم اكبر، وبطباعه برايل (باللغة الانجليزية فقط). للتواصل على معلومات حول ترجمة هذا الامان لغاتك المحلية، يرجى الاتصال بالرقم الوارد اسفله.

For anyone wishing to see, or obtain a copy of your personal information you can contact NSS's Data Protection Officer.

اذا كنت ترغب في رؤية نسخة من معلوماتك الشخصية، أو الحصول على نسخة منها، يمكنك الاتصال بالرقم الوارد اسفله.

આ માહિતી જાણવા, અથવા તેની નકલ મેળવવા (એટલા માટે જો તમે અંગ્રેજીમાં જાણવા માટે અનુમતિ આપીને છો) તમારું વ્યક્તિક માહિતી આપવા માટે કૃપા કરીને નીચેના નંબર પર કૃપા કરીને કૉલ કરો.

यदि आप अपने व्यक्तिगत जानकारी देखना चाहते हैं, या उसकी प्रतिलिपि प्राप्त करना चाहते हैं, तो आप नीचे दिए गए नंबर पर कॉल कर सकते हैं।

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Telephone
0131 275 7777



Scottish Drug Misuse Database Protecting Personal Information



Information handling and data confidentiality within ISD

This leaflet describes the information that ISD collects about drug treatment in Scotland. It explains why and how ISD collects the data and what it does with it. It also explains the safeguards and legal requirements which govern what ISD does and what is done to ensure security, privacy and confidentiality of any information collected.

The Information Services Division (ISD) is part of NHS National Services Scotland. We are responsible for collecting and developing healthcare information in Scotland. ISD collects a huge range of information and this affords unique opportunities to understand and explore care. The information is used for many purposes, some of which include supporting decision-making, informing research and stimulating debate, all with the ultimate aim of improving the life of Scotland's citizens. ISD provides support and advice to the Scottish Government Health Department, NHS Boards, Local Authorities and a variety of professional bodies and researchers. You can learn more about ISD and what we do, by visiting our website at:

www.isdscotland.org

Who is information collected from?

ISD collects its data on drug use from Drug Treatment Agencies/Services and General Practitioners. These services collect information about clients presenting themselves for assessment of their care/treatment needs in relation to drug use.

What sort of information is collected?

The information we collect includes:

- Personal details (name, postcode of residence, date of birth, gender and ethnicity)
- What type of substances have been used (both Prescription and Illicit drugs)
- Injecting/sharing details
- Current social circumstances (e.g. living arrangements, employment)
- Dependent children
- Contact with services (when, which services and type of referral)

What is the information used for?

This information is stored securely by ISD in the Scottish Drug Misuse Database (SDMD) and can be accessed only by authorised staff. Data can then be used to understand the ways people use drugs in Scotland.

The information we collect is used for:

- Planning and managing drug treatment services
- Developing and researching new treatment interventions
- Improving the quality of available services.

Your information will help us to:

- Assess how many people are entering into drug treatment services and the length of time they stay in treatment
- Have a better understanding of what types of drugs are being used
- Identify what interventions users are receiving
- Monitor changes in people's drug use and social situations whilst in contact with treatment services

How is the information processed and who else has access to it?

ISD holds personal information securely, and manages its use according to strict rules. Only trained staff with authorised access can see your personal health information.

ISD has a dedicated individual, known as the 'Caldicott Guardian', to check that ISD handles personal health information properly. All our staff are legally and contractually obliged to respect confidentiality.