

Information Charter for the NHS Institute

The Information Charter is for any individual who has dealings with the NHS Institute for Innovation and Improvement (NHS Institute) whether through correspondence, involvement in consultations or collaborative work or product development, or if for any other reason we hold personal information about you.

In most cases personal information about users of health or social care services is held by the local providers of those services. As an Arm's Length Body we do not routinely hold information about patients and we take care to ensure that any research carried out that uses patient information is safeguarded through the Data Protection Act 1998 and implementation of the following NHS Institute policies:

- Information Governance
- Information Quality (Assurance)
- Information Risk Management
- Information Asset Management

In return, to help us to keep your information reliable and up to date, we ask you to:

- give us accurate information
- tell us as soon as possible if there are any changes, such as new address.

Under the NHS Institute's publication scheme any individual may request information about data handling at the NHS Institute.

Details of how to submit an information request under the Freedom of Information Act 2000 can be found on our website at

<http://www.institute.nhs.uk/images/documents/foipublicationschgd8a%282%29.doc>