ENABLE

How we use your information

Easy Read privacy notice

This booklet is about **your information** and **your choices** when you use ENABLE.

About this booklet



This booklet tells you what information ENABLE uses, and why.



You can ask someone you trust or an ENABLE worker to explain anything.

What is ENABLE?



ENABLE helps people at participating GP practices who need a **fit note**.



A fit note says how your health may affect your work.



ENABLE is run by **Morecambe Bay Primary Care Collaborative (MBPCC)**.

ENABLE / EASY READ PRIVACY NOTICE

Your consent

Consent means you clearly agree to how your information will be used.



ENABLE will ask for your **consent** before staff look at information in your GP record.



ENABLE will only use the information needed for the purposes you have agreed to.



Your consent is the **legal reason** ENABLE uses your personal and health information.



You can say **no** to ENABLE accessing your information. Staff will explain what this means and other ways to get a fit note assessment.



We will ask you **separately** before sharing your information with DWP for the pilot.

You can say **yes to ENABLE care** and **no to sharing with DWP**.

ENABLE / EASY READ PRIVACY NOTICE

Information we may use

We only use information that is needed for ENABLE.



Your name, date of birth, NHS number, address and contact details.



Relevant information about your health, including information from your GP record.



Information about your job, work and things that may affect your ability to work.



Answers you give in forms or questionnaires, including the **Florey questionnaire**.



Information about appointments, fit notes, assessments, plans and what happens next.



Some agreed pilot reports may include equality information and identifiers to match records.

ENABLE / EASY READ PRIVACY NOTICE

Where information comes from



From **you**, when you answer questions, complete forms or attend an appointment.



From your **GP practice** and relevant parts of your GP record, with your consent.



From ENABLE health workers involved in your assessment and care.



From your family, carer, employer or support worker, **only when appropriate and with your permission**.

Why we use your information



To book appointments and assess what you need for a fit note.



To record decisions, offer support and make a Workability Plan where this is agreed.

ENABLE / EASY READ PRIVACY NOTICE

Sharing information with DWP

DWP means the Department for Work and Pensions.



We will only send your personal information to DWP if you give **separate consent**.



DWP uses agreed information to find out if the ENABLE pilot is working.



This may include information about appointments, fit notes, Workability Plans and outcomes.



DWP **cannot see your whole GP record**. This pilot information is not for benefit decisions or fraud investigations.



If you say no to DWP sharing, you can **still get an ENABLE fit note assessment**. But you cannot have the pilot Workability Assessment or Workability Plan.



You can change your mind. We will stop **future DWP sharing** that depends on your consent.

ENABLE / EASY READ PRIVACY NOTICE

Who else may see information?



Your GP practice and the ENABLE team, when needed to provide the service you agreed to.



Companies that support our secure records, messages, phone and computer systems. They must protect your information.



An employer or support service, only where you have given the permission needed for this.



A researcher may contact you for an interview or survey **only if you agree separately**.



MBPCC looks after information it uses. Your GP practice looks after its GP record. DWP looks after information it receives.



We do **not** sell your personal information or use it for marketing.

ENABLE / EASY READ PRIVACY NOTICE

Keeping your information safe



We use secure computer systems. Only authorised staff can see the information they need.



Under the current arrangements, ENABLE does not send your information outside the UK.

How long is information kept?



Information put in your GP record is kept in line with **NHS rules**.



ENABLE plans to keep pilot reporting information until **October 2027**. It will then be deleted safely or made anonymous, unless it must be kept longer.



DWP decides how long it keeps information already shared with it.

ENABLE / EASY READ PRIVACY NOTICE

Technology and your rights

Computer note-taking



Some appointments may offer a tool that listens and writes draft notes. The worker will ask for your **separate consent** first.



You can say **no** to the tool without changing your care. A health worker checks the notes before saving them.

Your information rights



You can ask to **see** the information MBPCC holds about you.



You can ask us to **correct** wrong information, or ask for deletion, limits on use or a copy you can transfer, where the law allows.



You can withdraw your consent to ENABLE, to DWP sharing, or both, **at any time**.

ENABLE / EASY READ PRIVACY NOTICE

Changing your mind and getting help



If you withdraw consent, we stop future access, use or sharing that needs that consent.



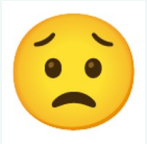
This does not undo anything already done lawfully. Some medical records must still be kept.



To change consent or ask a question, call **015242 35505** or email **mbpcc.enable@nhs.net**. You can ask to speak to MBPCC's Data Protection Officer.



MBPCC address: **1st Floor, Wellington Court, Kirkby Lonsdale, Carnforth, LA6 2HQ**.



You can also complain to the **Information Commissioner's Office (ICO)**. Call **0303 123 1113** or visit **ico.org.uk/make-a-complaint**.

You can ask ENABLE for the **full privacy notice**, large print or another language.