

Patient Leaflet - Funding Requests

Why we need to collect your personal confidential data and your rights

The GP or the hospital clinician making a funding request for you has provided you with this patient leaflet and Integrated Care Board (ICB) clinical policy, as appropriate, so that you are aware of why we need to collect personal confidential data about you and what we do with the information.

Why does a funding request form need to be completed?

Where the ICB does not have arrangements in place for a particular treatment or procedure to be provided by the local hospital in the form of a contract with them, your GP or hospital clinician will need to make a special request for your need to be treatment for you.

If a hospital clinician prescribes a high cost drug for you that has been NICE (National Institute for Health and Care Excellence) or locally approved, and you meet the criteria applicable for that drug, the clinician will complete a Funding Approval (FA) form – the forms are required to check that criteria for treatment are fulfilled and to enable the ICB to monitor use of and charges for high cost drugs.

When a clinician completes a request for you they will complete a patient consent section to confirm that the request has been discussed with you and that you agree to the sharing of your personal information.

If you do not agree to having your information shared for the purposes outlined in this leaflet, please advise the health care professional treating you, immediately so that you can opt out of sharing your information and be advised of the consequences of doing so. This will enable you to make a better informed choice about whether or not to share your healthcare data for the purposes outlined in the leaflet.

Why do you need my personal confidential data?

In the case of Funding Approval forms, the team who administer high cost drug requests review applications and confirm approval of funding with the applicant.

What data do you collect?

For the FA form, we request basic details such as date of birth and NHS number.

Is my personal confidential data shared with anyone else?

For such requests, your personal data is only shared with the ICB staff with authority to review funding applications or validate charges for high cost drugs.

We have a form you can complete if you wish to authorise us to communicate with your next of kin about your case. All staff working for the NHS have a duty to ensure that your information is secure and confidential and is only shared when there is a legitimate reason to do so.

Do you need to keep my personal confidential data?

We keep some funding request data for the purposes of payments/invoicing and because we need to monitor and assess future funding requests – some funding requests are approved subject to conditions or may relate to a particular high cost drug where an increase in dose or change of drug may be requested. We might also need to carry out an audit of requests at some point.

Your rights

- You have the right to know how we will use the information about you.
- You have a right to access your medical record (Subject Access Right).
- You have the right to object to us making use of your information.
- You have the right to restrict the way we use your information and we are obliged to agree if it is possible to do so.
- You have the right to correct information if what we are holding is incorrect.

What you can do to help

- Tell us if any of your details change, for example a new address.
- Tell us if any of the information in your records is wrong.
- Allow us to share information; we need to ensure that you receive the best care possible.

Who do I contact if I want to raise a particular concern or objection, or access the information held about me?

You can contact the ICB team as follows:

By post:

NHS Lincolnshire ICB, Bridge House, The Point, Lions Way, Sleaford NG34 8GG.

By email: licb.office@nhs.net

By telephone: 01522 573 939

Note: If you are not resident in Lincolnshire and you have been given this leaflet by your hospital clinician please contact your local ICB for further information.