

## Datganiad Preifatrwydd

Defnydd o gynhyrchion Microsoft 365  
gan sefydliadau GIG Cymru

Mae datganiad Preifatrwydd Microsoft i'w weld yma: <https://privacy.microsoft.com/en-gb/privacystatement>

Mae gwybodaeth am sut mae sefydliadau GIG Cymru yn casglu gwybodaeth amdanoch chi a sut y gellir ei defnyddio ar gael yma: **Eich Preifatrwydd Chi Eich Hawliau Chi.**



Os hoffech wybod mwy am sut y defnyddir gwybodaeth amdanoch, cysylltwch â'r sefydliad sy'n gyfrifol am gasglu'r wybodaeth hon. Mae gwybodaeth ar sut i gysylltu â'r sefydliadau hyn ar gael ar wefannau **GIG Cymru** a **GIG 111**.

Os oes gennych unrhyw bryderon am y ffordd y defnyddir gwybodaeth amdanoch, efallai yr hoffech drafod y rhain gyda'r gweithiwr gofal iechyd proffesiynol perthnasol neu Swyddog Diogelu Data'r sefydliad.

Mae Deal Data Cleifion yn rhoi rhagorofanylion am sut y caiff data cleifion ei reoli gan gynnwys adnoddau ac astudiaethau achos ar sut y defnyddir data cleifion yn y GIG. Gellir dod o hyd i ragor o wybodaeth yma: [understandingpatientdata.org.uk](http://understandingpatientdata.org.uk)

Os oes gennych unrhyw ymholiadau neu gwynion am y ffordd y mae'r GIG yng Nghymru yn defnyddio ac yn rheoli gwybodaeth amdanoch, ac nad ydych yn fodlon â'r ymateb a gewch, mae gennych yr hawl i gwyno i'r Comisiynydd Gwybodaeth.

I gofrestru eich pryder gyda Swyddfa'r Comisiynydd Gwybodaeth (ICO), defnyddiwch y porth cwynion sydd ar ei wefan: [ico.org.uk/make-a-complaint/](http://ico.org.uk/make-a-complaint/)

Sylwch, bydd yr ICO yn ei gwneud yn ofynnol i chi ddarparu tystiolaeth o'r ffaith eich bod wedi gwneud eich cwyn yn gyntaf gyda'r sefydliad GIG Cymru perthnasol yr ydych yn cwyno amdano.

Gallwch hefyd gysylltu â'r ICO dros y ffôn, os hoffech gael cyngor ar eich hawliau neu sut i wneud cwyn - 0330 414 6421

## Privacy Statement

Use of Microsoft 365 products  
by NHS Wales organisations

Microsoft's Privacy statement can be found here: <https://privacy.microsoft.com/en-gb/privacystatement>

Information on how NHS Wales organisations collect information about you and how it may be used can be found here: **Your Privacy Your Rights**



If you would like to know more about how information about you is used, please contact the organisation responsible for collecting this information. Information on how to contact these organisations, can be found the **NHS.Wales** and **NHS 111** websites.

If you have any concerns about the way information about you is used, you may wish to discuss these with the relevant healthcare professional or the organisation's Data Protection Officer.

Understanding Patient Data provide further detail about how patient data is managed including resources and case studies on how patient data is used in the NHS. Further information can be found here: **[understandingpatientdata.org.uk](https://www.understandingpatientdata.org.uk)**

If you have any queries or complaints about the way the NHS in Wales uses and manages information about you, and are not satisfied with the response you receive, you have the right to complain to the Information Commissioner.

To register your concern with the Information Commissioner's Office (ICO), please use the complaints portal found on their website: **[ico.org.uk/make-a-complaint](https://ico.org.uk/make-a-complaint)**

Please note, the ICO will require you to provide evidence of first having raised your complaint with the relevant NHS Wales organisation you are complaining about.

You can also contact the ICO via telephone, if you would like advice on your rights or how to raise a complaint - 0330 414 6421