

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**

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**

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