

### What if I decided not to share the information?

Please contact us if any point you decide you do not want us to use your information. We will make sure that all your details are removed.

### Can I see the records on the database?

Yes, you can see a copy of the information we have about you and your baby.

To do this, please talk to the nurse in charge.

### How can I find out more?

Please talk to a member of staff if you:

- need any more information;
- have any questions or concerns; or
- want us to remove any information from the database.

### You can also contact:

Neonatal Project Administrator  
Perinatal Institute  
Crystal Court  
Aston Cross  
Birmingham  
B6 5RQ.

Phone: 0121 687 3434  
Fax: 0121 687 3401  
Email: [manners@perinatal.nhs.uk](mailto:manners@perinatal.nhs.uk)  
Website: [www.perinatal.nhs.uk/manners](http://www.perinatal.nhs.uk/manners)



The NHS logo, consisting of the letters 'NHS' in white on a blue rectangular background.



### Your baby

**A guide to recording information on your baby's care in the Neonatal Unit**

**West Midlands Neonatal Forum**

Your baby needs the expert care of the medical and nursing team on the Neonatal/Special Care Baby Unit.

We collect information about all the babies we look after which helps to make sure that we can provide a good standard of care.

### **What information do you collect?**

We record:

- the NHS number for you and your baby;
- your postcode;
- your baby's ethnic origin;
- your baby's date of birth;
- your baby's birthweight;
- your baby's sex;
- how many weeks pregnant you were when your baby was born;
- your baby's condition and treatment;
- how many babies you had;
- where your baby was born; and
- the hospitals where your baby was cared for.

### **Why do you need this information?**

We use the information we collect to help us:

- collect accurate details about the care of sick or premature babies in units across the West Midlands;
- monitor neonatal care and make sure it is always up to date;
- plan and develop services for you and your baby within your area; and
- produce reports that highlight areas of good practice that we can share across the region.

The information that we use in reports contains nothing that could identify you or your baby.

### **Who collects the information?**

The staff in the Neonatal Unit collect the information usually this is a neonatal nurse, doctor or ward clerk.

It will then be stored on a secure system at the Perinatal Institute.

### **When will you collect the information?**

Information is updated regularly throughout your baby's stay in the neonatal unit.

### **How will you collect the information?**

We collect the information from the medical notes and nursing records. We record it in an electronic database that links directly to the secure system at the Perinatal Institute.

### **Who will see the information?**

Only the people who care for your baby see all the details.

There are very strict regulations controlling access to personal information like your baby's NHS number and date of birth.

By law, everyone who works for the NHS must keep all personal information confidential.

The Perinatal Institute has very strict confidentiality and security procedures in line with the Data Protection Act (1998). It will make sure that information about your baby is not given to unauthorised people.

We may share the information with the doctors and nurses caring for your baby, or those in the local area. We may also share it with those involved in developing neonatal services.