

Consent Form (over 18s)

If you would like to receive communication from the Trust via email, please complete this consent form and return it with the above form. The Trust will endeavour to use email as a primary method of communication but this may not be available in all circumstances.

Patients and service users may nominate a carer or personal representative to receive information about them, with explicit written consent. If the patient lacks capacity to give consent then a decision can be made 'in best interests'. Please speak to a member of staff about these decisions.

Please ensure that you have read and understood the terms overleaf before completing this form.

	Patient Information (Who the communication will relate to)	Applicant Information (If different to the patient)
Hospital Number		<i>Only required about the patient</i>
NHS Number		
Date of Birth		
Post Code		
Title		
Forename(s)		
Surname		
Email Address		
If you are requesting to receive communication via email for/on behalf of a patient, please confirm your relationship to this individual:		

Declaration and Authorisation

I have read the terms overleaf and confirm that I would like Dorset County Hospital NHS Foundation Trust to communicate with me via email about the care and treatment of the above patient.

I (the 'Applicant') confirm that I am (*select as appropriate*):

- THE PATIENT named above
 A REPRESENTATIVE acting on behalf of the patient named above

	Patient Consent (Who the communication will relate to)	Applicant Consent (If different to the patient)
Signature		
Date Signed		

In the event of a 'best interest decision', this has been reviewed by a member of staff:

Staff Signature		Staff Name	
Date Signed		Staff Position	

Terms and Conditions of Email Communication

The Trust has a responsibility under the Data Protection Act 1998 to ensure that personal confidential data is held securely and that appropriate consent is in place for the sharing of that information. Therefore, in order to communicate with patients (or authorised carers and relatives) via email about their care and treatment, specific protocols must be followed and safeguards must be in place. There are many risks associated with the use of email which need to be highlighted to you before the Trust can proceed. We therefore need to point out the following examples of risks associated with sending emails through insecure routes.

Please consider that emails:

- can be circulated, forwarded and stored in numerous paper and electronic files;
- can be immediately broadcast worldwide and received by many intended and unintended recipients;
- can be easily misaddressed by senders (i.e. sent to the wrong person unintentionally);
- are easier to falsify than handwritten or signed documents;
- may exist through backup copies even after the sender or the recipient has deleted their copy;
- can be intercepted, altered, forwarded or used without authorisation or detection;
- can be used to introduce viruses into computer systems;
- can be used as evidence in court;
- can be lost in transmission;
- can be posted on the internet or other publicly available networks;
- can be retrieved by anyone with access to the mailbox (i.e. family members)

Bearing in mind the risks involved, if you would still like us to communicate with you by email, please complete and give this consent form to the reception staff. We will then send you a confirmation email to authenticate your email address details, which you will need to respond to. If you do not confirm receipt of the confirmation email, then we will be unable to communicate with you via email and will continue with existing alternative (postal) arrangements.

Please note that the Trust will not use email to communicate regarding extremely sensitive, complicated or difficult issues. A telephone call, face-to-face meeting or alternative contact method will be considered for these scenarios.

Should the Trust receive any abusive or threatening emails from you, this will be escalated to our Local Security Manager for consideration of any follow-up action, which may include the decision to cease all communication with you via email.

The information provided on this form will only be used to locate the correct patient within our system(s) and record that we have appropriate consent to communicate

with you/them via email. Please note that copies of all email correspondence with you will be stored within your care record. It is your responsibility to advise the Trust via your care professional or our Patient Access Team of any changes to your email address, or if you no longer wish to use email as a method of communication