

Example letter

October 2022

Dear Families

I was the Programme Director of the Independently led thematic review of incidents relating to maternity care at the Nottingham University Hospitals NHS Trust. This review (referred to in this letter as “the First Review”), concluded its work on 10 June 2022, following which a new Review led by Ms Donna Ockenden (“the New Review”) has been commissioned.

The First Review although concluded, is still committed to maintaining the confidentiality and security of the information that you shared with us. I heard from you when we met how important this was. We are working closely with our ICB and NHSE colleagues who commissioned the first review to manage in line with the legal framework the safe storage and transfer, or destruction of your information.

We know that for many of you, repeatedly telling your stories adds to the trauma you have experienced, and so if you did want to share your information with the New Review it is important that you have that option. So, I am writing to you to outline the initial steps in relation your personal information held by the First review.

Your personal information

The Review holds your personal information in the following forms:

- Personal information including your name and contact details
- An audio recording of your experience, provided to the First Review
- A written summary of your experience
- In respect of your medical information, I can confirm that the First Review has not viewed your medical records and does not have in its possession any information contained within your medical records

What are my options?

The following options are available to you,

Option 1 - Transfer of your personal information to the New Review

Option 2 - Ask us not to share your personal information with the New Review, but ask us to share you details (name only) with Nottingham University Hospitals, so they do not contact you about the new review and sharing your records

Although there is some more detail below you can also contact us for more information about the options available, or the personal information we hold. We are available by email on nccg.nottsmaternityreview@nhs.net.

Option 1- Transfer of your personal information to the New Review

Attached to this letter is a personal letter from the Chair of the New Review, Donna Ockenden. If you would like your personal information, described in this letter, to be transferred to the New Review, please sign, date and return the attached form of consent by 30 October on email nccg.nottsmaternityreview@nhs.net and we will arrange for all of the

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information the first review holds in relation to you to be securely transferred to the New Review and provide you with confirmation of transfer.

Option 2 – Actively ask us not to share your personal information with the New Review, but to share your name with the trust so that they can exclude you from their information/engagement requests around the New Review .

In this case we will not share any detail including your name or personal details with the new review. However, we will share your name only with Nottingham University Hospital Trusts to avoid you being contacted by them as they write to families to seek consent to share information with the New Review. If you would like your personal details, to be notified to NUH but not transferred to the New Review, please sign, date and return the attached form of consent by 30 Oct 2022 on email nccg.nottsmaternityreview@nhs.net

If you don't consent to this NUH are likely to write to you in the coming weeks.

Information not transferred to the New Review.

We will write shortly to you to advise of the next steps in relation to the information that the First review holds, and the next steps in relation to that in line with the Information Commissioners requirements. You can of course at any time also request that the Review corrects or deletes your personal data. If you have concerns about the information that we hold or want to discuss this further, please contact us on email nccg.nottsmaternityreview@nhs.net

Whichever option you choose, we would like to reiterate my thanks to you for your participation and valuable contribution to the work of the First Review.

We recognise that these letters and our continued correspondence is not ideal, and sincerely hope that by raising these issues with you, as we are required by law to do, will not cause you any distress.

Yours sincerely

Cathy Purt

Former Programme Director of the Independently led thematic review of incidents relating to maternity care at the Nottingham University Hospitals NHS Trust

Rosa Waddingham

Director of Nursing, Nottingham and Nottinghamshire Integrated Care Board and co-commissioner of the Independently led thematic review of incidents relating to maternity care at the Nottingham University Hospitals NHS Trust

Attached:

Consent forms in regards to the:

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Independently led thematic review of incidents relating to maternity care at the Nottingham University Hospitals NHS Trust

Option 1:

I consent to my personal information held by the Independently led thematic review of incidents relating to maternity care at the Nottingham University Hospitals NHS Trust being transferred to the New Review, chaired by Donna Ockenden

Personal information that would be transferred is:

- Personal information including your name and contact details
- An audio recording of your experience, provided to the First Review (for some families)
- A written summary of your experiences
- Emails between you and the review

Please put a line through (or delete) any information that does not apply or that you do not consent to being transferred

Name (in block capitals).....

Signature.....

Date of Signature.....

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Option 2:

I consent to my name only being shared with the Trust so they can exclude me from their information / engagement requests around the new review.

Personal information that would be shared with the Trust is:

- Personal information including your name and contact details

Name (in block capitals).....

Signature.....

Date of Signature.....