

# NCAP 2024 PILOT AUDIT OPT-OUT PROCESS (Under 18s)

What to do if you don't want information about the care you have received to be sent to NCAP

## Option 1: Opt out via your Trust

- **Contact your local NHS Trust/organisation** directly and request to opt-out from the audit. Your Trust will be able to tell you if they have been asked to send information about your care to the NCAP team.
- If it is **before 1st January 2024**, and the Trust have been asked to participate in the audit, they will let the NCAP team know and **your information will not be submitted** to the NCAP team. The Trust will then **confirm with you that information has not been shared**.
- If it is **after 1st January 2024**, your information has **already been sent to the NCAP team**. Your Trust will contact us, and we will **delete the information we have**, and you will be informed when this has been done.
- If you would like to **discuss any concerns about your information being used** or would like any help in opting out, please speak to your care coordinator or **The Patient Advice and Liaison Service (PALS)** in your local Trust.
- **Please note that once analysis is completed it may not be possible to remove your data from the sample.**

## Option 2: Opt out via NCAP (After 1st January 2024 only)

- **Contact the NCAP team by email** (NCAP@rcpsych.ac.uk) and let them know that you don't want them to use any information on your care. **The team will ask you some questions** so that they can see if they have any information about your care.
- If NCAP does have any information about your care, the team will let you and the Trust/organisation know. The NCAP team will then **delete all information about your care** and email you and the Trust/organisation to let you know that this has been done.
- **Please note that once analysis is completed it may not be possible to remove your data from the sample.**

## National Data Opt-out

- **NCAP complies with the national data opt-out policy.** This means that if you have chosen that data from your health records are not shared for research and planning, then you will not be included in the sample.
- To find out more about the national data opt out or to register your choice, please visit <http://www.nhs.uk/your-nhs-data-matters>.



Please note that once analysis has been completed, it might not be possible to remove your data from the sample.



For more information about NCAP please see [www.rcpsych.ac.uk/NCAP](http://www.rcpsych.ac.uk/NCAP)