

NCAP 2023 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 30th June 2023*, 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 30th June 2023*, 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 30th June 2023 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