

# NCAP 2023 PILOT AUDIT OPT-OUT PROCESS

## Option 1: Opt out via your Trust

- Contact your local NHS Trust/organisation directly and request to opt-out from the audit. Your Trust/organisation will be able to confirm whether you are included in the sample.
- If it is before 30th June 2023, and your data are due to be submitted to NCAP, they will notify the NCAP team of your request. The NCAP team will acknowledge receipt of this to the Trust/organisation who will provide confirmation to you.
- If it is after 30th June 2023, and your data have been included, they will contact the NCAP Team with your request. The NCAP team will delete the data and provide confirmation of this to the Trust/organisation. The Trust/organisation will provide confirmation to you.
- 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.

## Option 2: Opt out via NCAP (After 30th June 2023 only)

- Contact the NCAP team by email (NCAP@rcpsych.ac.uk) and request to opt-out from the audit. The team will confirm your identity and check whether you are included in the sample.
- If you are included in the sample, the team will confirm this with you and the Trust/organisation. The team will then remove your data and email you and the Trust/organisation to provide confirmation of this.

## 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.

