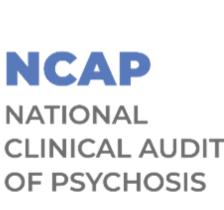
NCAP 2024 PILOT AUDIT OPT-OUT PROCESS (Under 18s)





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 visithttp://www.nhs.uk/your-nhs-data-matters.



