

## Your information Your rights

**Your doctor (hospital doctor and GP) and the team of health professionals caring for you keep records about your health and any treatment or care you receive from the NHS.**

This information will either be written down (manual records) or held on a computer (electronic records). These records are then used to guide and manage the care you receive.

You may also be receiving care from organisations outside the NHS (like social services). If so we may need to share some information about you so that everyone involved in your care can work



together for your benefit. We may also share information for the purposes of managing the NHS, education, training and medical research. Your records will only be used when it is both appropriate and necessary, and wherever possible anonymised information will be used.

**Anyone receiving information about you is under a legal duty to keep it confidential.**

A patient information booklet is available that gives you more details about who may see your personal information, what steps you can take to limit the sharing of your information and how to apply to see your medical record.

Please ask a member of staff for a copy or visit the NHS Direct Wales website at [www.nhsdirect.wales.nhs.uk](http://www.nhsdirect.wales.nhs.uk)

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## Eich Gwybodaeth Eich Hawliau

**Bydd eich meddyg (meddyg ysbyty a meddyg teulu) a'r tîm o weithwyr iechyd proffesiynol sy'n gofalu amdanoch yn cadw cofnodion am eich iechyd ac unrhyw driniaeth neu ofal a dderbyniwch gan y GIG.**

Bydd y wybodaeth hon naill ai yn ysgrifenedig (cofnodion â llaw) neu wedi'i chadw ar gyfrifiadur (cofnodion electronig). Defnyddir y cofnodion hyn wedyn i lywio a rheoli'r gofal a dderbyniwch.

Gallwch hefyd fod yn derbyn gofal gan sefydliadau y tu allan i'r GIG (megis gwasanaethau cymdeithasol). Os felly, efallai y bydd angen i ni rannu rhywfaint o wybodaeth amdanoch



fel bod pawb sy'n ymwneud â gofalu amdanoch yn gallu cydweithio er eich lles. Gallem hefyd rannu gwybodaeth ar gyfer dibenion rheoli'r GIG, addysg, hyfforddi ac ymchwil feddygol. Caiff eich cofnodion eu defnyddio dim ond pan y bydd yn briodol ac yn angenrheidiol a lle bynnag y mae'n bosibl defnyddir gwybodaeth ddiennw.

**Bydd unrhyw un sy'n derbyn gwybodaeth amdanoch o dan ddyletswydd gyfreithiol i'w chadw'n gyfrinachol.**

Mae llyfryn gwybodaeth claf ar gael sy'n rhoi rhagor o fanylion i chi am bwy all weld eich gwybodaeth bersonol, pa gamau y gallwch chi eu cymryd i gyfyngu ar rannu eich gwybodaeth a sut i wneud cais i weld eich cofnodion meddygol.

Gofynnwch i aelod o'r staff am gopi neu ewch i'r wefan Galw Iechyd Cymru [www.nhsdirect.wales.nhs.uk](http://www.nhsdirect.wales.nhs.uk)

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