NHS inform
Health information you can trust

English	Traditional Chinese 中文
Confidentiality – it's your right	資料保密— 這是你的權利
How the NHS protects your personal health information	**NHS（National Health Service）（國民健保服務）如何保障你的個人健康資料**
Version 5 Produced in February 2012 Revision date February 2015	第 5 版 2012 年 2 月編製 修訂日期 2015 年 2 月
Under the Data Protection Act 1998, you have a right to know who holds personal information about you. This person or organisation is called the data controller. In the NHS, the data controller is usually your local NHS board and your GP surgery.	根據 Data Protection Act 1998（《1998 年資料保護法令》），你有權知道誰持有有關你的個人資料。此個人或組織被稱為 data controller（數據管控員）。在 NHS 系統中，數據管控員通常是你當地的 NHS 管理局或 GP surgery（家庭醫生）。
Who is this leaflet for? • This leaflet is for anyone who uses the NHS in Scotland. • There is also a version of this leaflet for people under 16, called 'Confidentiality – your rights'. See page 9 for where to get a copy.	**本單張的對象是誰?** • 本單張是為在蘇格蘭境內使用NHS的人士而撰寫的。 • 此外，本單張另備為16 歲以下人士撰寫的版本，名為《資料保密 – 你的權利》。如欲得知在哪裏可以索取該份單張，請參閱第 9 頁。
What is this leaflet about? It tells you: • what your personal health information is • how the NHS keeps this information confidential • how this information is used	**本單張的內容是甚麼？** 本單張告訴你： • 你的個人健康資料是甚麼資料 • NHS 如何保存這些資料，以確保保密 • 如何使用這些資料

• who this information is shared with and why • what your rights are, and • what you can do to help the NHS.	• 哪些人士可以共用這些資料及其原因 • 你有甚麼權利，以及 • 你可以怎樣協助 NHS。
Why has this leaflet been produced? The NHS must keep your personal health information confidential. It is your right. The leaflet explains how the NHS does this.	**我們為甚麼印製本單張？** NHS 必須以保密方式保存你的個人健康資料。這是你的權利。本單張解釋 NHS 如何做到這一點。
What is my personal health information? It is information that identifies you. It includes things like your name, address, date of birth, and postcode. It can be linked to, for example: • information about any care and treatment you have received • information about your health and lifestyle, and • results of tests you have had.	**我個人健康資料是指甚麼資料？** 是指那些能夠確認你身份的資料，包括你的姓名、地址、出生日期和郵政編碼等。例如，這些資料可以與以下方面有關連： • 你已獲得的所有護理和治療的資料 • 有關你的健康和生活方式的資料，以及 • 你曾接受過的檢驗的結果。
How and where is my personal health information kept? It is kept in records. Records can be written on paper, held on computer or both. Records are stored securely in different parts of the NHS. • You have a record at your GP surgery. • If you attend hospital, a record will be kept there. • Records can also be held in other places, for example, at your dental surgery or at a clinic you have been to. The NHS is storing more and more of your personal health information on computer. Eventually all your records may be held on computer. This will make it easier for NHS staff to share information about you so that you get the treatment you need, wherever you are. Your electronic (computer) record will be stored securely. Only staff who are involved in your care should look at your record. And it will be possible to check who has looked at your electronic record.	**我的個人健康資料會如何並在哪裏保存呢？** 它們會保存在記錄中。有關記錄可以寫在紙張上、貯存在電腦內或同時使用這兩種方式。記錄會安全地儲存在 NHS 各個不同的地點。 • 你的 GP surgery 會保存著你的記錄。 • 如果你的 GP 把你轉介至某一醫院，該醫院會保存你的記錄。 • 這些記錄也可以存放在其他地方，例如：你的牙醫診所或你曾就診的診所。 NHS 現已開始把越來越多有關你的健康資料貯存在電腦當中。此舉最終會使所有你的記錄電腦化。這將會使到 NHS 的職員能更容易共用有關你的資料。使你無論在哪裏，都可以取得你所需要的治療。 你的記錄將會安全地儲存在電腦當中。只有參與你護理工作的 NHS 職員才應該查閱你的記錄。此外，也可以查看誰曾經看過你的電子檔案記錄。
The Emergency Care Summary Most patients in Scotland now have an Emergency Care	**你的 Emergency Care Summary（緊急護理摘要）**

Summary. This gives basic information about your health (for example, your medication) that may help NHS staff if you need urgent medical care when your GP surgery is closed, or if you go to an accident and emergency (A&E) department. NHS staff can also use your Emergency Care Summary if your GP refers you to an outpatient clinic or for admission to hospital. For example, it will help the NHS staff to check whether your medication has changed since the GP wrote your referral letter. Before any member of staff looks at your Emergency Care Summary they will usually ask your permission. If you are too unwell to give permission, they may need to read your Emergency Care Summary without your agreement, to give you the best possible care. For more information, see the leaflet **Your Emergency Care Summary – What does it mean for you?** You can get a copy from your GP surgery, by phoning the NHS inform Helpline on 0800 22 44 88, or on the internet (www.hris.org.uk).	蘇格蘭大部分的病人現已持有一份名為 Emergency Care Summary 的文件。該份文件載有關於你健康的基本資料（例如你的藥物）；如果你在 GP surgery 關門時急需醫療護理或當你前往 accident and emergency (A&E) department（急症室）時，Emergency Care Summary 便可能很有幫助。如果你的 GP 轉介你到門診或你需要入院時，NHS 職員就可以使用你的緊急護理摘要。例如，NHS 員工可以核查在 GP 撰寫轉介信後你的藥物是否有變更。 在職員查閱你的 Emergency Care Summary 前，他們一般會請求得到你的准許。如果你病得很重，以致無法得到你的准許，他們很可能需要在沒有准許的情況下，閱讀你的 Emergency Care Summary 以便為你提供最佳治療。 欲知詳情，請參閱《**Your Emergency Care Summary – What does it mean for you?**》單張。你可以向你的 GP surgery 索取該單張，也可以致電 NHS inform 查詢熱線，電話： 0800 22 44 88，或上網索取該單張，網址： www.hris.org.uk。
The Key Information Summary Patients with particular needs (for example, palliative care, support at home or care from family members) and patients living with long-term conditions may also have a Key Information Summary. This includes information that patients want NHS staff looking after them to know (for example, who should be contacted in an emergency, what conditions they have and what treatment they receive). Your GP will discuss with you what information can be included in your Key Information Summary, if you need one.	**你的 Key Information Summary（主要資料摘要）** 擁有特別需要（例如需要紓緩治療、家居支援或家人照料）的病人或長期病患者可能需要進一步提供一份名為 Key Information Summary 的文件。該份文件載有他們希望 NHS 員工知道的資料（例如，緊急時的聯絡人、他們的健康狀況，以及他們所接受的治療）。 你的 GP 將會與你討論 Key Information Summary（如果你有需要的話）應該包括哪些資料。
How does the NHS keep my personal health information confidential? • All NHS staff have a legal duty to keep information about you confidential. • The NHS stores your personal health information securely.	**NHS 如何以保密方式保存我的個人健康資料?** • NHS 的所有職員都有確保你的資料保密的法律責任。 • NHS 會安全地儲存你的個人健康資料。 • 只有與你相關的資料才會供 NHS 內部使用或與外部組織共用。我們將在本單張較後部分解釋在甚麼時候和為甚麼會與人共用這些資

• Only relevant information about you is shared inside the NHS or with other organisations involved in your care. We explain when and why it's shared later in the leaflet. The NHS won't give information that identifies you to organisations such as employers, insurance companies or the media without your permission.	料。 NHS 在沒有獲得你的准許前，不會將有關你的資料交給僱主、保險公司或傳媒等組織。
How is my personal health information used? NHS staff use your information to give you the care and treatment you need. They may share relevant information about you with other staff involved in your care. This makes caring for you safer, easier and faster. For example, information is shared if: • your GP refers you to a hospital • you attend hospital without being referred by your GP • you are moved from one hospital to another • you need support at home, such as a visit from a district nurse, or • NHS 24 refers you to a GP or another part of the NHS. If you attend a sexual health clinic, information that identifies you will not usually be shared without your permission. If you are concerned about your information being shared, see 'Your right to object' on page 6.	**如何使用我的個人健康資料?** NHS 職員使用你資料的目的是要向你提供所需的護理和治療。他們可能會和參與你護理工作的其他 NHS 職員共用相關的資料。此舉能確保可以更安全、更容易和更快捷地為你提供護理。 例如如果出現以下情況，他們會共用資料： • 你的 GP 把你轉介往一家醫院 • 你在沒有 GP 轉介的情況下入院 • 你由一家醫院轉到另一家醫院 • 你在家中需要協助，例如地區護士上門服務，或 • NHS 24 小時服務把你轉介給一位 GP 或 NHS 的另一個部門。 如果你前往性健康診所，你的資料一般不會在未經你批准下共用。 如果你對共用自己的資料有疑慮，請參閱「你的反對權」第 6 頁。
How else does the NHS use information about my health? The NHS uses relevant information about your health to help improve NHS services and the health of the public. The NHS may use it, for example: • to find out how many people have a particular illness or disease • to look at how safe and effective a treatment is, for example cancer treatment • to check that the NHS is providing a good service • to plan how many beds, wards and staff are needed • to train students and staff	**NHS 還如何使用有關我的健康資料呢？** NHS 使用有關你健康的相關資料，其目的是要改善 NHS 的服務以及大眾市民的健康。例如，NHS 可能在下列情況使用這些資料： • 了解究竟有多少人得了某一疾病 • 檢定某一項治療的安全性和有效性，例如：癌症治療 • 確定 NHS 是否正在提供良好的服務 • 對所需的病床、病房和職員的數量做好規劃 • 培訓學生和職員 • 確定 NHS 是否妥當地使用公共資金，以及 • 作為研究用途。 在使用有關你的資料時，我們會在儘可能的情況下刪除你的姓名、地址和

• to check that the NHS spends public money properly, and • for research. When using information about you, your name, address and other information that identifies you is removed wherever possible. Sometimes the NHS uses information that does identify you. If they do this, they will usually explain how and why your information will be used. If they want to use information that identifies you for teaching or research, they must ask your permission first. If you don't want the NHS to use information that identifies you to help improve public health and NHS services, you can object. See page 6.	其他能夠辨別你身份的資料。 有時，NHS 會使用能夠辨別你的身份的資料。如果他們這麼做的話，他們通常會向你解釋如何以及爲甚麼要使用你的這些資料。如果他們把能夠辨別你身份的資料用於教學或研究用途，他們必須首先得到你的批准。 如果你不希望 NHS 使用你的資料，以協助改善大眾健康和改進 NHS 的服務，你可以提出反對。請參閱第 6 頁。
When can my personal health information be shared outside the NHS? Your personal health information may be given to other people who need to know relevant information about your health – for example a carer, a home help, or a social worker. Usually, it will only be given to them if: • you have agreed, and • they need it to be able to give you care and treatment. Usually the NHS won't share your personal health information with people who don't need it, such as a relative, carer or friend, without your permission. However, there are exceptions: • **If you are a child**, and your doctor doesn't think you can make decisions about your health care, someone with parental responsibility for you may be allowed to see your records and discuss your care. See page 9 for where to get more information about the rights of young people under 16. • **If you are an adult** who cannot make decisions for yourself, or cannot tell others your decisions, the law allows someone to see your records and discuss your care, if:	**我的個人健康資料在甚麼時候會與 NHS 以外的人士共用？** 其他人士（例如護理員、家庭幫工或社工）可能會需要了解你個人健康資料中有關你健康狀況的相關資訊。通常，只有在出現以下情況時，他們才會得到這些資料： • 你已同意向他們披露這些資料；及 • 他們需要這些資訊以便向你提供適切的護理和治療。 通常，NHS 在沒有得到你准許的情況下，不會向無需知道你健康狀況的人士（例如親戚、朋友或照顧你的人士）披露你的個人健康資料。然而，也有以下例外的情況。 • **如果你是兒童**，而且你的醫生認爲你無法對自己的健康護理問題作出決定，對你負有父母責任的人士可獲准查看你的記錄，並討論有關你的護理問題。 參看第 9 頁，以了解更多有關 16 歲以下青少年權利方面的資訊。 • **如果你是成年人**，但不能為自己作出決定，或告訴他人你的決定，法律允許有關人士在以下情況下查閱你的記錄，並討論有關你的護理事宜： ▪ 你通知他們你有一名 welfare power of attorney （福利代理人）或 ▪ 法院授予他們 welfare guardianship（福利監護權）或

▪ you have given them a welfare power of attorney, or ▪ a court has given them a welfare guardianship or a welfare intervention order. In these cases, the person allowed to see your health information: ▪ will only be able to see information that is necessary for them to make particular decisions for you about your health care, and ▪ will not receive information that staff feel would be harmful to your health or the health of others. Sometimes the law allows the NHS to share your personal health information without your permission, for example, to investigate a serious crime or to protect a child or vulnerable adult from harm.	welfare intervention order（福利干預令）。 在這些情況下，獲准查看有關你健康資料的人士： ▪ 只能看到他們為你健康護理做出某項決定時需要看到的部份資訊，及 ▪ 將不會看到那些職員感到會對你或他人的健康造成損害的資訊。 有時（例如：為了調查嚴重罪行或避免兒童或弱勢成人受到傷害），法律允許 NHS 在未取得你的准許的情況下，與他人共用你的個人健康資料。
What are my rights? As well as your right to confidentiality, you have the rights below. **Your right to know** You have a right to know how your personal health information is used. You can ask a member of NHS staff providing your care. **Your right to see** You have a right to see your health records and, if you wish, to get a copy. Wherever possible, you should be given your health records in a format that meets your needs. The leaflet '**How to see your health records**' explains how to do this. See pages 9 - 10 for where to get a copy. **Your right to object** If you don't want health information that identifies you to be used or shared, tell a member of NHS staff providing your care. If you do this, the NHS has to limit how it uses your information where possible. **Your right to complain** If you are unhappy about how your health information has	**我有甚麼權利？** 你除了享有資料保密的權利外，還享有以下權利。 **你享有知情權** 你有權知道你的個人健康資料是如何使用的。你可以向為你提供護理的其中一名 NHS 職員查詢。 **你享有查閱的權利** 你有權查閱你的病歷記錄；如果你希望的話，也可以索取你的病歷記錄的副本。如有可能，應該以你需要的格式向你提供病歷記錄。**《如何查閱你的病歷記錄》** (How to see your health records) 單張內對此作出了解釋。欲知在哪裏可以索取該份單張，請參閱第 9 - 10 頁。 **你的反對權** 如果你不希望我們使用或與他人共用你的健康資料，請告訴為你提供護理的 NHS 職員。你提出這一要求後，NHS 便需要儘量限制他們使用你資料的方式。 **你的投訴權** 如果你對使用或保護你健康資料的方式感到不滿，你應首先跟為你提供護理服務的 NHS 職員交談。如果在此之後你仍感到不滿，並希望作出投訴，**《對國民健保服務提出投訴》** (Making a complaint about the NHS)

been used or protected, first talk to a member of NHS staff involved in your care. If you are still unhappy and would like to make a complaint, the leaflet '**Making a complaint about the NHS**' explains what to do. See pages 9 - 10 for where to get a copy.	單張解釋了你應該如何做。欲知在哪裏可以索取該份單張，請參閱第 9 - 10 頁。
What can I do to help the NHS? • Tell NHS staff if there is someone you want them to share your information with – for example, if you go to hospital, you may want staff to let a neighbour know about this. You should also tell NHS staff about anyone they should not share your information with – for example, you may not want your partner to know about your ill-health. • If you change your name, address or phone number, tell your GP practice, dental practice, optician, and any hospital or clinic you go to. • If you think any information in your health records is incorrect, let NHS staff know.	**你可以怎樣協助 NHS？** • 告訴 NHS 員工你想與某些人知道你的資料；例如，當你入院時，你可能希望 NHS 的員工告知你的鄰居。此外，你亦應告訴 NHS 員工你不想某些人知道你的資料：例如，你可能不想你的伴侶得知你患了重病。 • 如果你更改了姓名、地址或電話號碼，請告知你的 GP practice、牙醫診所、視光師以及你前往的醫院或診所。 • 如果你認為你病歷記錄中有任何不正確的資料，請告知 NHS 員工。
How to find out more • For more information about anything in this leaflet, contact: ▪ a member of NHS staff involved in your care ▪ the NHS inform Helpline on **0800 22 44 88** (textphone 18001 0800 22 44 88; the helpline also provides an interpreting service), or ▪ your local citizens advice bureau (find your nearest bureau on the internet at **www.cas.org.uk** or in your local phone book).	**如何索取更多資料** • 如欲查詢更多有關本單張任何內容的資料，請聯絡： ▪ 參與護理你的 NHS 的其中一名職員 ▪ NHS inform 查詢熱線，電話 **0800 22 44 88**（textphone 是 18001 0800 22 44 88，熱線電話可以為你提供口譯服務），或 ▪ 你當地的 citizens advice bureau（公民諮詢局 ）（你可以在互聯網上 **www.cas.org.uk** 或當地的電話簿中找到最近你住處的辦事處）。
• For more information about how the law affects children and young people, contact: **The Scottish Child Law Centre** 54 East Crosscauseway Edinburgh EH8 9HD Information helpline **0131 667 6333**	• 欲知更多有關法例如何影響兒童及青少年的資料，請聯絡： **The Scottish Child Law Centre（蘇格蘭兒童法律中心）** 54 East Crosscauseway Edinburgh EH8 9HD 資料查詢熱線：**0131 667 6333**

Freephone number for under 18s **0800 328 8970**
Free text enquiry service: text 'SCLC' followed by your question to **80800** (replies will be sent to your mobile)
Email **enquiries@sclc.org.uk**
Website **www.sclc.org.uk**

- For legal advice, contact a solicitor or legal advisor. For general information about becoming a legal proxy, contact:
  The Office of the Public Guardian (Scotland)
  Hadrian House
  Callendar Business Park
  Callendar Road
  Falkirk FK1 1XR
  Phone **01324 678 300**
  Email **opg@scotcourts.gov.uk**
  Website **www.publicguardian-scotland.gov.uk**
- For more information about the rights of people with a mental illness, learning disability, dementia or other mental disorder, contact:
  The Mental Welfare Commission for Scotland
  Thistle House
  91 Haymarket Terrace
  Edinburgh EH12 5HE
  Freephone number for service users and carers **0800 389 6809**
  Email **enquiries@mwcscot.org.uk**
  Website **www.mwcscot.org.uk**
  The Mental Welfare Commission for Scotland can also give you information and advice on people's rights under the Adults with Incapacity Act.
- To find out more about how your personal information is used and protected, contact:
  The Information Commissioner's Office – Scotland
  45 Melville Street
  Edinburgh EH3 7HL
  Phone **0131 244 9001**

供 18 歲以下人士使用的免費電話： **0800 328 8970**
免費文字短信查詢服務：鍵入「 SCLC」後再加上你的問題，傳送至 **80800** （回覆將會以短信形式發送到你的流動電話）。
電郵 **enquiries@sclc.org.uk**
網址 **www.sclc.org.uk**

- 如果你希望尋求法律意見，請聯絡律師或法律顧問。有關尋求法律代理的一般資料，請聯絡：
  The Office of the Public Guardian (Scotland)（（蘇格蘭）公共監護署）
  Hadrian House
  Callendar Business Park
  Callendar Road
  Falkirk FK1 1XR
  電話 **01324 678 300**
  電郵 **opg@scotcourts.gov.uk**
  網址 **www.publicguardian-scotland.gov.uk**
- 欲知更多有關患有精神病、學習障礙、老年癡呆或其他精神疾患人士所享有權利的資料，請聯絡：
  Mental Welfare Commission for Scotland（蘇格蘭精神健康福利委員會）
  Thistle House
  91 Haymarket Terrace
  Edinburgh EH12 5HE
  供服務使用者及護理人員使用的免費電話號碼：
  0800 389 6809
  電郵 **enquiries@mwcscot.org.uk**
  網址 **www.mwcscot.org.uk**
  Mental Welfare Commission for Scotland 也可以向你提供資訊和諮詢，告知你 Adults with Incapacity Act（《喪失行為能力成人法令》）規定的權利。
- 如欲查詢如何使用及保護你個人資料，你可聯絡位於下列地址的:
  Information Commissioner's Office（資訊專員辦事處）。
  45 Melville Street

Email **Scotland@ico.gsi.gov.uk** Website **www.ico.gov.uk** You can also contact this office to complain about how the NHS has used or protected your information, but only if you have already used the NHS Complaints Procedure.	Edinburgh EH3 7HL Phone **0131 244 9001** 電郵 **Scotland@ico.gsi.gov.uk** 網址 **www.ico.gov.uk** 如欲對 NHS 使用或保護你資料的方式提出投訴，你亦可聯絡此辦事處，但你必須先使用 NHS 投訴程序。
Information about health rights • **The NHS and You** explains what you can expect from the NHS in Scotland, and what the NHS expects from you. • **Making a complaint about the NHS** tells you how to complain using the NHS complaints procedure. • **Consent – it's your decision** explains how you should be involved in decisions about your health care and treatment. • **How to see your health records** explains your right to see or have a copy of your health record. • **Health care for overseas visitors** is a set of factsheets explaining what NHS services overseas visitors can expect to receive while they are in Scotland. • **The Charter of Patient Rights and Responsibilities** is a summary of the rights and responsibilities patients have when using NHS services in Scotland (available from October 2012).	**有關健康權利的資訊** • **NHS 與你** (The NHS and You) 告訴你可以期望蘇格蘭 NHS 提供甚麼服務，而且 NHS 會期望你給予哪些配合。 • **對國民保健服務處提出投訴** (Making a complaint about the NHS) 告訴你如何使用 NHS 投訴程序提出投訴。 • **意願－ 這是你的決定** (Consent – it's your decision) 告訴你應當如何參與決定有關你的護理和治療問題。 • **如何查閱你的病歷記錄** (How to see your health records) 說明了你有權要求查閱你的病歷記錄或獲得一份副本。 • **對海外來訪者保健服務** (Health care for overseas visitors) 這一系列的資料單張解釋了海外來訪者居住於蘇格蘭期間可以享用哪些 NHS 的服務。 • **病人權利及責任約章** (The Charter of Patient Rights and Responsibilities) 扼要說明了病人在使用蘇格蘭的 NHS 服務時的權利和責任（2012 年 10 月後提供）。
Information for young people • **Consent – your rights** explains how you should be involved in decisions about your health care and treatment. • **Confidentiality – your rights** tells you how the health service keeps information about you private. • **Have your say! Your right to be heard** tells you how to give feedback or make a complaint about the NHS. **Information for carers** • **Caring and consent** explains your right to be involved	**向兒童與青少年提供的資訊** • **意願－你的權利** (Consent – your rights) 告訴你如何參與決定為你提供何種護理服務和治療。 • **資料保密－你的權利** (Confidentiality – your rights) 告訴你醫護機構如何對有關你的資訊加以保密。 • **表明你的意見！你有權講出來** (Have your say! Your right to be heard) 告訴你如何反映有關 NHS 方面的意見或對其作出投訴 。 **護理人員資訊** • **護理與同意** (Caring and consent) 解釋對於你正在護理的成人，你

in decisions about the health care of the adult you care for. **Information about eHealth** • **eHealth – using computers to improve your healthcare** tells you how eHealth will affect the service you receive from the NHS, how your information will be stored and shared safely and legally, and what may happen in the future.	在參與決定如何治療護理他們時所擁有的權利。 **eHealth 資訊** • **eHealth – using computers to improve your healthcare** 告訴你 eHealth 會如何影響 NHS 為你提供的服務、你的資料會如何被安全和合法地儲存和共用，以及未來會有甚麼發展。
You can get this information from: • GP and dental surgeries, hospitals and other places where you get NHS care • **www.hris.org.uk** • your local citizens advice bureau (find your nearest bureau on the internet at **www.cas.org.uk** or in your local phone book) • the NHS inform Helpline on 0800 22 44 88 (textphone 18001 0800 22 44 88; the helpline also provides an interpreting service).	你可從以下地方索取這些資訊： • GP 和牙醫診所、醫院和任何你獲得 NHS 醫護服務的地方 • **www.hris.org.uk** • 你當地的 citizens advice bureau（你可以在互聯網上 **www.cas.org.uk** 或當地的電話簿中找到最近你住處的辦事處） • NHS inform 查詢熱線，電話 0800 22 44 88（textphone 是 18001 0800 22 44 88，熱線電話可以為你提供口譯服務）。
Your comments please! We want to know what you think about this leaflet. Please give us your comments: • by post to **NHS inform**, NHS 24, Golden Jubilee National Hospital, Beardmore Street, Clydebank G81 4HX • by emailing us at **nhs.inform@nhs24.scot.nhs.uk** • by visiting our website at **www.nhsinform.co.uk** and clicking on the ‘contact us’ link, or • by phoning us on **0800 22 44 88**.	**請發表意見 ！** 我們希望得悉你對本單張的看法。 請循以下途徑發表你的意見： • 致函 **NHS inform**, NHS 24, Golden Jubilee National Hospital, Beardmore Street, Clydebank G81 4HX • 發送電郵至 **nhs.inform@nhs24.scot.nhs.uk** • 瀏覽我們的網站 **www.nhsinform.co.uk**，並點擊「contact us」的鏈結，或 • 致電 **0800 22 44 88** 聯絡我們。
We have tried our best to make sure the information in this leaflet is correct. However, the leaflet is for guidance only so you should not rely on it as a full statement of the law. If you are thinking about taking legal action, you should contact a solicitor, a citizens advice bureau, the Patient Advice & Support Service or other advice agency.	我們已經致力確保本冊子內容正確無誤。然而，本單張只作參考之用，而不應視之為全面的法律陳述。如果你欲採取法律行動，則應當聯絡事務律師、citizens advice bureau、Patient Advice & Support Service 或其他諮詢組織。 **由 NHS inform 印製**

Produced by NHS inform	如欲索取以另一語文或格式製作的本資料單張，請致電當地的 NHS 管理局。如果你在聯絡 NHS inform 時需要協助，請致電 NHS inform 查詢熱線 0800 22 44 88（textphone 是 18001 0800 22 44 88）。
To get this leaflet in another language or format phone your local NHS board. If you need help to do this contact the NHS inform Helpline on 0800 22 44 88 (textphone 18001 0800 22 44 88).	

Version 5 published in February 2012 and due to be revised in February 2015