NCAP OPT-OUT PROCESS

Which tool would you like to opt-out of?

CASE NOTE AUDIT

SERVICE USER SURVEY

Please do not complete and return the survey.

Is it before or after 1st December 2019?

AFTER 1ST DEC

BEFORE 1ST DEC

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 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.

Option 1

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.

Option 2

Contact your local NHS Trust/organisation directly and request to opt-out from the audit. The Trust/organisation will be able to confirm whether you are included in the sample.

If 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.