

## Guide to sending photographs to Queen Victoria Hospital in preparation for your breast reconstruction consultation

- Clinical photographs are required to help doctors and other health professionals monitor various clinical conditions. They are used as part of the planning process for your surgery, and if the right consent is obtained, they can be used for educational purposes and publication.
- It is important to point out that emailing images using publicly available networks does carry a risk that they could be accessed and viewed by other parties. Once the images are received by the hospital, they are encrypted and stored securely. The only access to these stored images is by specifically authorised hospital staff. Any questions related to the security of information should be addressed by the Data Protection Officer at [qvh.dataprotection@nhs.net](mailto:qvh.dataprotection@nhs.net). All images will be stored in line with local and national policies\*.
- During the Coronavirus (Covid-19) pandemic, we have had to adapt the way we run our services, and as such, many of the consultations are being carried out over the telephone or virtually in the first instance to limit the number of people coming into the hospital.
- To enable the surgeon to be able to determine what breast reconstructive options are available to you, they will need to be able to assess your body shape. This includes the size and form of your breast(s), the size and form of your abdomen, thighs and sometimes your back. Being able to view photographs of you whilst speaking to you on the telephone or talking to you in a virtual consultation will ensure they are able to focus the conversation around the options that are right for you.
- We ask you to upload your photographs to the secure online services portal, which can be accessed by the following link <https://onlineservices.qvh.nhs.uk/> Please do this in advance of your appointment. For this reason, we would like to provide you with instructions on how to take your photos to ensure they do not include your face and are not easily identifiable.

\*retention period set out in the Records Management Code of Practice for Health and social care 2016



## Taking the photos

- Where possible, please ask a relative/friend to take the photos for you to ensure there is no issue with mirror image showing the incorrect side (e.g. selfies). If you need to use a mirror to take your photographs, where possible, please label each side of your body R for right and L for left.
- Ideally make sure you have a clean background and a well lit room
- Remove your top, bra and trousers/skirt, but keep your underwear on. Please lower your underwear to the top of your natural pubic hairline.
- The photograph should include your neck to the top of your knees (**ensuring your face is not visible on the screen**).
- If possible, use the flash on your camera

**Photo 1-** Stand facing the photographer with your arms by your sides and legs together

**Photo 2 –** Turn 45 degrees so you are facing diagonally

**Photo 3 –** Turn to the side so your side profile is facing the photographer

**Photo 4 -** Turn to face away from the photographer

**Photo 5 -** Repeat diagonal view on the other side

**Photo 6 -** Repeat side view on the other side

See diagrams

