

Privacy Notice

We collect personal data on referral forms when you refer yourself – or are referred by someone else – to the Emotional Health Academy. This document explains what happens to that data and how we use, store and process it.

Date of Issue: 03 Sep 2019

Update History:

<i>Version 1</i>	First issue of a new Privacy Notice

Directorate: Children and Families
Service: Education
Team: Emotional Health Academy

About the Organisation

West Berkshire Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire Council
Market Street
Newbury
Berkshire
RG14 5LD

ICO Registration Number: **Z6825178**
<https://ico.org.uk/ESDWebPages/Entry/Z6825178>

The Data Protection Officer

The Data Protection Officer for West Berkshire Council is:

James Gore AMBCS BA

Contact details can be found here: <http://info.westberks.gov.uk/dpofficer>

What data will we collect about you?

The Council, we collect the following personal data about you:

- Your Name
- Your Address
- Your Contact details (email and telephone number)
- Contact details for your parents or guardian (where applicable)
- Contact details for the referring organisation (where applicable)
- School
- Date of Birth
- Gender
- Ethnicity

We also collect information that supports a referral, such as the results of an assessment, details of interventions and answers to questionnaires.

What will we use your data for?

Collecting your data allows us to monitor your progress, collect evidence to request further services for you if required and plan services in the future to make sure they are focused on what service users need.

We use your name and date of birth to verify your identity, and your address is used to ensure you live within West Berkshire and this information is part of the Minimum Data Set that is required by NHS Digital. We collect your gender and ethnicity as this is also part of the Minimum Data Set. Without these we are unable to process the referral and may not be able to provide a service.

The MHSDS (or Minimum Data Set) is a patient level, output based, secondary uses data set that delivers robust, comprehensive, nationally consistent and comparable person-based information for children, young people, and adults who are in contact with Mental Health Services. The MHSDS will contribute to embedding 'parity of esteem' that is - 'valuing mental health equally with physical health'. Improving mental health data for all ages is a government priority.

The data set is used to inform service improvements and monitor service performance, clinical interventions, patient experience, and treatment outcomes.

As a secondary uses data set, it re-uses clinical and operational data for purposes other than direct patient care.

MHSDS supports a variety of secondary use functions such as:

- Commissioning.
- Clinical audit.
- Research.
- Service planning.
- Inspection and regulation.
- Monitoring government policies and legislation.
- Local and national performance management and benchmarking.
- National reporting and analysis.
- Examples of the way information collected is used include checking:
 - Mental Health Services are available to all patients.

- Patients are provided with care that is compliant with standards set by the National Institute of Care and Health Excellence (NICE).
- Whether services help patients to recover.
- Access and Waiting Time standards are monitored nationally to improve patient experience of mental health services.
- The organisations that commission services know what services have been delivered.

Who will see your data?

Authorised employees of the Emotional Health Academy will be able to see all of the data collected.

Where we pass data to NHS Digital, the national provider of information, data, and IT systems in health and social care, we do so in a way that will not reveal your identity (otherwise known as “anonymised” data).

The role of NHS Digital is to ensure that high quality information is used appropriately to improve patient care. It publishes key statistics and shares information to support important research and commissioning.

Why do we do this?

Processing of your data is covered by Article 6b of the GDPR in the sense that you are giving us information to receive a service.

A referral could be on the basis of “vital interests” (6d) with respect to the wellbeing of a young person

The Council has a legitimate interest (6f) processing basis as it is reasonably within the interests of the council as a public authority (6e) to make timely, efficient and effective assistance available via the Emotional Health Academy.

If you're thinking of referring yourself to the EHA, this is entirely your choice. You don't have to do so, but if you decide to then it means we have to collect the data highlighted above.

There's more on your rights below (see “Your Rights”).

How long will your data will be kept?

Your data will not be kept any longer than necessary. You can check how long the organisation will keep each type of data against West Berkshire Council's retention schedule (www.westberks.gov.uk/retention).

How is your data stored and processed?

Your data will be held on the Council's secure computer network, with access restricted only to authorised staff. A secure system called IAPTUS is used to manage the data and provide anonymised data to NHS Digital. This system is widely used across the NHS and Local Authorities.

Your data will be protected using up-to-date technical and organisational security measures.

Transfer overseas

Your data will not be stored or sent outside of the UK.

Your rights

You have a number of rights when it comes to the data we hold about you. These are detailed on our request form (www.westberks.gov.uk/dprequest) that also allows you to make a request for us to take action about something.

Complaints

If you've already told us we need to do something, but we haven't responded in a way you're satisfied with, you can complain to the Information Commissioner's Office (the ICO). It's easiest to do this online via the ICO website (<https://ico.org.uk/concerns/handling/>), but you can also do so in writing to:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

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