

Privacy Notice

This document describes how and why we collect, store, protect, process and share the data you give to us. We collect personal data to help us to provide a Mental Health Support Team (MHST) service to schools.

Date of Issue: 23 December 2019

Update History:

Version 1	First issue of a new Privacy Notice

Directorate: Communities
Service: Education
Team: Mental Health Support Team

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?

When a school requests involvement from the Mental Health Support Team (MHST), West Berkshire Council will collect the following information about you and your Child or Young Person (CYP) in the format of a Request for Involvement form. This is completed by the school, or potentially the council's Emotional Health Academy.

We collect:

- The name, Date of Birth and age of the CYP
- The home address of the CYP
- Ethnicity of the CYP
- Contact details of parent/legal guardian (postal address, phone number, email)
- The school the CYP is attending
- If the CYP receives Pupil Premium funding
- If the CYP is a Looked After CYP
- If the CYP has an EHC plan
- The reason for the school requesting involvement from the MHST
- If other agencies have been involved with the CYP such as Behaviour Intervention Team (BIT)
- Name and details of family/household members (date of birth, relationship, gender, ethnicity, religion)
- Attainment information such as reading and spelling age
- Details of interventions implemented in the school such as Guided Reading
- The views of the school about their concerns
- The views of parent/legal guardian about their concerns
- The views of the CYP about their concerns

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

On occasion, the MHST may arrange for video recording of a CYP during a meeting or in a controlled setting (such as a discussion). This is always on a basis of consent from the CYP – they are able to decline this without any detriment to the service they receive.

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.

Where the MSHT record video of a young person, this will be purely for the purposes of training. It will not be shared outside of the MHST. There's more about video recording, including the means to provide consent, on the referral form.

Who will see your data?

Authorised employees of the MHST 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 MHST.

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

END
