

Privacy Notice

Who are we and what do we do?

Sussex Partnership NHS Foundation Trust and Surrey and Borders Partnership NHS Foundation Trust are committed to protecting all personal and sensitive information of our service users and members of staff. Our Forensic Child and Adolescent Mental Health Service (FCAMHS) is responsible for working with children and young people who may have become involved in the youth justice system, might pose a risk to themselves or others due to a known/suspected mental health problem, and are worried their behaviour might get them into trouble. The service is run collaboratively between three mental health trusts - Sussex Partnership NHS Foundation Trust, Surrey and Borders Partnership NHS Foundation Trust and North East London NHS Foundation Trust. In order to deliver this service to you, we have to collect certain information.

What data is being collected?

The information we will collect on you can include: name, date of birth, address, contact phone number, next of kin details, medical history, medications, current prescriptions, allergies, assessments results, care plans and more.

What is our legal basis for processing this data?

The legal basis for the processing of data for these purposes is that the NHS is an official authority with a public duty to care for its patients, as guided by the Department of Health and Data Protection law which says it is appropriate to do so for health and social care treatment of patients and the management of health or social care systems and services.

Personal information collected about an individual is to help us to deliver their health care. It is also used to assist with making sure their care is of a high standard, to help assess the individual's condition, to prepare statistics for regulatory bodies, to help train staff and support in research, to support the funding of care and to report and investigate complaints and claims.

Will this data be shared with any third parties?

We will hold patient records in the strictest confidence and will never share information with anyone else, unless we have the individual's consent to do so or have a statutory obligation to disclose it.

We may share a patient's information for health purposes with other organisations, such as Health Authorities, NHS Trusts, General Practitioners (GPs) and other contracted service providers. We are also required by law to report certain information to the appropriate authorities. Please note: this is only after formal permission has been given by a qualified health professional.

Information may also be required to be shared for the patient's benefit with other non-NHS organisations that they are receiving care from such as social services and other providers that we commission services with. When information sharing is required with third parties we will not disclose any health information without the individual's explicit consent, unless there are exceptional circumstances, such as when the health or safety of the individual or others is at risk or where the law requires it.

There may be occasions where we are asked to provide basic information about an individual, such as name and address. This would usually be to assist the carrying out of statutory duties. In these circumstances, where it is not practical or possible to obtain the individual's explicit consent, we will inform them of this through this policy, which is referred to as a fair processing notice under the Data Protection Act.

How long will the data be stored for?

Your information will be held in line with retention periods set out in the NHS's Record Management Code of Practice. In some exceptional circumstances, it may be appropriate to have information deleted under the Right to be forgotten.

What are your rights?

- You have the right to be informed of why Sussex Partnership or Surrey and Borders partnership are processing your information.
- You have the right to request a copy or access to your health records
- You have the right to request rectification of inaccurate records
- You have the right to be forgotten (in certain circumstances)
- You have the right to restrict processing (in certain circumstances)
- You have the right to data portability
- You have the right to object to processing
- You have rights in relation to automated decision making and profiling

If you have any further queries around your rights, please contact the Sussex Partnership's Information Governance Team on 0300 304 2210 or the Surrey and Borders Partnership's Information Governance Team on 01372 216059 or by email at igteam@sabp.nhs.uk.

How do you complain?

If you have concerns over the way your information is being handled, you are entitled to log a complaint with the Information Commissioner's Office;

Tel: 01625 545700

Website: www.ico.org.uk/global/contact-us/email

Write to:

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



**Surrey and Borders
Partnership**
NHS Foundation Trust



Sussex Partnership
NHS Foundation Trust

Declaration

I [*explicitly consent to/ do not consent to*] **delete as appropriate*

Forensic CAMHS to process my information about me in order to deliver *the Forensic CAMHS service*.

Signed:

Print Name:

Date:

Please note: You can withdraw your consent at any time, but please be aware that in certain circumstances we may need to continue processing data on you for legislative purposes.